

## **BRACKNELL TOWN COUNCIL**

### **FREEDOM OF INFORMATION ACT 2005 GUIDE TO INFORMATION**

#### **What information is available**

A guide to what information is available is given in the Town Council's 'Model Publication Scheme.' This list is, however, not exhaustive and all reasonable requests for information not detailed on the list, will be considered.

#### **What information is not available**

Information relating to any currently running quotation / tender process  
Anything relating to the personal circumstances of staff  
Any information protected by the Data Protection Act 1998  
Documentation which has been archived away from the Council Offices

#### **Availability of information**

Much of the information given in the Model Publication Scheme is available on the Town Council's website ([www.bracknelltowncouncil.gov.uk](http://www.bracknelltowncouncil.gov.uk)).

Other information is available upon request in writing to the Town Council:  
[enquiries@bracknelltowncouncil.gov.uk](mailto:enquiries@bracknelltowncouncil.gov.uk)

Bracknell Town Council  
Brooke House  
54 High Street  
Bracknell  
Berkshire  
RG12 1LL

Some information may only be available for viewing at the Council Offices (e.g. old burial registers). Viewing of this information is available during the standard office opening hours (9.00am– 4.30pm Monday – Thursday, 9.00a.m. – 4.00p.m. Friday) and can be arranged by appointment.

Information will be provided in the language in which it is held. Where the authority is legally required to translate any information it will do so, although suitable timescales for this to occur should be allowed.

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.

#### **Charges made for information published under this scheme**

The purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made however for actual disbursements incurred, such as:

- Photocopying
- Postage and Packaging
- Any costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

### **Timescales**

20 working days should be allowed for formal Freedom of Information requests.

Information which is routinely available will be dealt with as soon as possible, and within 5 working days from receipt of the request. If this timescale cannot be met for any reason, contact will be made with the individual making the request, explaining the reason for the delay, and giving an indication of when the information will be available.

If it is necessary for an individual to view information at the Council Offices, the individual making the request will be contacted within 5 working days to arrange an appointment convenient to both parties.

### **Complaints**

If information requested is not made available, the Town Council's standard complaints procedure will be followed.

### **Adoption of the Scheme**

The model scheme has been developed and approved by the Information Commissioner, adopted by the Town Council and is valid from 1<sup>st</sup> January 2009.

## **FREEDOM OF INFORMATION ACT 2005 MODEL PUBLICATION SCHEME**

Listed below are the classes of information available. Methods for obtaining the information, any costs involved, timescales, and details of information not available, and the reasons, are given in the 'Guide to Information'.

### **What we do**

Councillor contact details  
Staff establishment chart and job descriptions  
Information relating to legal governance – Committee Structure  
Byelaws  
Archives – limited to those of the Parish and Town Councils  
Standing Orders  
Town Guide

*Exclusions:* Personal information relating to staff, e.g. sickness records, staff appraisals, specific salary details, disciplinary records.

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

Annual Statement of Accounts for past years  
Annual Statutory report by External Auditor  
Annual Report by Internal Auditor  
Bank Statements and Receipts and Payments information  
Precept request for last financial year  
VAT records for last financial year  
Financial Standing Orders and Regulations  
Asset Register  
Fees and charges applied by the Council

*Exclusions:* All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair.

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

Minutes - showing decisions to implement projects and monitoring of same  
Budget information showing priority for capital and revenue projects

### **How we make decisions**

Minutes  
Consultation information  
Copies of Feasibility Studies  
Responses to Planning Application  
Responses to various consultations

### **Our Policies and Procedures**

Staff Related Policies  
Travel and Expenses Policy  
Health & Safety Policy and Statement  
Complaints Policy

## **Lists and Registers**

Burial Registers

Allotment Register

Register of Members' Interests

Register of TV Grant applicants

### *Exclusions:*

Personal information relating to allotment holders and TV Grant applicants

## **The services we offer**

### Facilities

- Allotments
- Bandstand
- Bus-shelters, seats and bins
- Cemetery
- Community Halls
- Fishing
- Open Spaces
- Pavilion Shops
- Play Areas
- Sports and Recreational Facilities

Information relating to the above, including usage, hire fees and future priorities.

### Grants

- TV Licence
- Annual scheme
- Small Grants scheme

### Town Twinning

- General information

## Information available from Bracknell Town Council under the Model Publication Scheme

### Contact details:

Town Clerk  
Bracknell Town Council  
Brooke House  
54 High Street  
Bracknell  
RG12 1LL

01344 420079

[clerk@bracknelltowncouncil.gov.uk](mailto:clerk@bracknelltowncouncil.gov.uk)

[www.bracknelltowncouncil.gov.uk](http://www.bracknelltowncouncil.gov.uk)

### SCHEDULE OF CHARGES

| TYPE OF CHARGE           | DESCRIPTION   | BASIS OF CHARGE  |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying @ 5p per sheet (black & white)   | Actual cost to casual users  |
|                          | Photocopying @ 10p per sheet (colour)   | Actual cost to casual users  |
|                          | Direct from the web-site – free of charge   |  |
|                          | Postage and packing   | Actual cost of Royal mail standard 2 <sup>nd</sup> class unless 1 <sup>st</sup> class is requested |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation  |
| <b>Other</b>             | Reasonable research charge of £20 per hour officer time at discretion of TC, up to a maximum of £450 per inquiry. To be agreed in advance with the requestor. |  |

| <b>Information</b>  | <b>How the information can be obtained</b> |
|---|--|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)  |  |
| Who's who on the Council and its committees   | Website/ Hard copy                         |
| Contact details for Town Clerk and Council members  | Website/ Hard copy                         |
| Location of main Council office and accessibility details   | Website/ Hard copy                         |
| Staffing structure  | Hard copy                                  |
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|   |  |
|   |  |
| <b>Class 2 - What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |  |
| Annual Accounts and report by External Auditor  | Website / Hard copy                        |
| Report by Internal Auditor  | Hard copy                                  |
| Finalised budget  | Hard copy                                  |
| Precept   | Hard copy                                  |
| Borrowing Approval letter   | Not Applicable                             |
| Financial Standing Orders and Regulations   | Hard copy                                  |
| Grants given and received   | Hard copy                                  |
| List of current contracts awarded and value of contract   | Hard copy                                  |
| Members allowances and expenses   | Hard copy                                  |
|   |  |
|   |  |
|   |  |
| <b>Class 3 - What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)                                  |  |
| Annual Report to Parish meeting   | Hard copy                                  |
| Minutes of Committees   | Hard Copy                                  |
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| Information   | How the information can be obtained |
|---|-------------------------------------|
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)  |                                     |
| Timetable of meetings (Council, committees and working groups)  | Website / Hard copy                 |
| Agendas of meetings   | Hard copy                           |
| Minutes of meetings (this will exclude information which is properly regarded as private to the meeting)  | Hard copy                           |
| Responses to consultation papers  | Hard copy                           |
| Responses to planning applications  | Hard copy                           |
| Bye-laws  | Hard copy                           |
|   |                                     |
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| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities) |                                     |
| Policies and procedures for the conduct of council business:  |                                     |
| Procedural standing orders  | Hard copy                           |
| Committee and working groups terms of reference   | Hard copy                           |
| Delegated authority in respect of officers  | Hard copy                           |
| Code of Conduct   | Hard copy                           |
| Policy Statements   | Hard copy                           |
| Policies and procedures for the provision of services and about the employment of staff:  |                                     |
| Internal policies relating to the delivery of services  | Hard copy                           |
| Health and Safety policy  | Hard copy                           |
| Policies and Procedures for handling requests for information   | Hard copy                           |
| Complaints policy and procedure   | Hard copy                           |
| Schedule of charges (for the provision of information)  | Website / Hard copy                 |
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|---|------------------------------|
| <b>Class 6 – Lists and Registers</b>  |                              |
| Any publicly available register or list   | Hard copy                    |
| Assets Register   | Hard copy                    |
| Register of members’ interests  | Hard copy                    |
| Register of gifts and hospitality   | Hard copy                    |
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| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public) |                              |
| Allotments  | Website / Hard copy          |
| Cemetery  | Website / Hard copy          |
| Council chamber and Pavilions   | Website / Hard copy          |
| Parks, playing fields and recreational facilities   | Website / Hard copy          |
| Seating, bins and bus shelters  | Website / Hard copy          |
| Bandstand   | Website / Hard copy          |
| Fishing   | Website / Hard copy          |
| Pavilion shops  | Website / Hard copy          |
| Grant schemes   | Website / Hard copy          |
| Town Twinning   | Website / Hard copy          |
| Partnership agreements / contracts  | Hard copy                    |
|   |                              |
|   |                              |
|   |                              |
| <b>Additional Information</b>   | On request to the Town Clerk |
|   |                              |