

INFORMATION AVAILABLE FROM WESTHOUGHTON TOWN COUNCIL

UNDER THE MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 - WHO WE ARE AND WHAT WE DO (ORGANISATIONAL INFORMATION, STRUCTURES, LOCATIONS AND CONTACTS (THIS WILL BE CURRENT INFORMATION ONLY)		
Who's who on the Council and its Committees	Town Guide/Newsletter/Web Site/Notice Board/E Copy	free copy
Town Councillor's names/addresses/telephone numbers/political party	Town Guide/Newsletter/Web Site/Notice Board/E Copy	free copy
Contact details for Town Clerk	Town Guide/Newsletter/Web Site/Notice Board	free copy
Contact details for Homewatch Liaison Officer	Town Guide/Newsletter/Web Site/Notice Board	free copy
Location of main Council Office ACCESSIBILITY DETAILS NOT HELD	Town Guide/Newsletter/letterheads	free copy
Staffing structure NOT HELD		

CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT (FINANCIAL INFORMATION RELATING TO PROJECTED AND ACTUAL INCOME AND EXPENDITURE, PROCUREMENT, CONTRACTS AND FINANCIAL AUDIT) (CURRENT AND PREVIOUS FINANCIAL YEAR AS A MINIMUM)		
Annual Return Form and report by auditor	hard copy - contact Town Clerk/Web Site/E Copy	free copy
Finalised budget	hard copy - contact Town Clerk/Web Site/E Copy	free copy
Precept	hard copy - contact Town Clerk/Web Site/E Copy	free copy
Borrowing approval letter NOT HELD		
Financial Standing Orders and Regulations	hard copy - contact Town Clerk/Web Site/E Copy	free copy
Grants Given	hard copy - contact Town Clerk/E Copy	free copy
Grants Received NOT HELD		
List of current contracts awarded and value of contract NOT HELD		
Members' allowances and expenses	hard copy - contact Town Clerk	free copy

CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (STRATEGIES AND PLANS, PERFORMANCE INDICATORS, AUDITS, INSPECTIONS AND REVIEWS)		
Parish Plan (current and previous year as a minimum) NOT HELD		
Annual Report to the Parish or Community Meeting (current and previous year as a minimum)	hard copy - contact Town Clerk/Web Site/E Copy	free copy
Quality Status	hard copy - contact Town Clerk	free copy
Local Charters drawn up in accordance with DCLG guidelines NOT HELD		

CLASS 4 - HOW WE MAKE DECISIONS (DECISION MAKING PROCESSES AND RECORDS OF DECISIONS) (CURRENT AND PREVIOUS YEAR AS A MINIMUM)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site/Notice Board/E Copy/hard copy - contact Town Clerk	free copy
Agendas of meetings (as above)	Notice Board/E Copy/hard copy - contact Town Clerk	free copy
Minutes of meetings (as above) - nb. This will exclude information that is properly regarded as private to the meeting	Web Site/Notice Board/E Copy/hard copy - contact Town Clerk	free copy
Reports presented to council meetings - nb. This will exclude information that is properly regarded as private to the meeting	hard copy - contact Town Clerk	free copy
Responses to consultation papers	hard copy - contact Town Clerk	free copy
Responses to Planning Applications	hard copy - contact Town Clerk/E Copy	free copy
Bye-Laws NOT HELD		

CLASS 5 - OUR POLICIES AND PROCEDURES (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	hard copy - contact Town Clerk/Web Site/E Copy	free copy
Committee and Sub-Committee terms or reference	hard copy - contact Town Clerk/E Copy	free copy
Delegated authority in respect of officers NOT HELD		
Code of Conduct	hard copy - contact Town Clerk/Web Site/E Copy	free copy
Policy Statements	hard copy - contact Town Clerk/E Copy	free copy

POLICIES AND PROCEDURES FOR THE PROVISION OF SERVICES AND ABOUT THE EMPLOYMENT OF STAFF		
Internal policies relating to the delivery of services NOT HELD		
Equality and diversity policy NOT HELD		
Grievance Procedure	hard copy - contact Town Clerk/E Copy	free copy
Disciplinary Procedure	hard copy - contact Town Clerk/E Copy	free copy
Health and safety policy	hard copy - contact Town Clerk/E Copy	free copy
Recruitment policies (including current vacancies) NOT HELD		
Traning Policy for Councillors and Employees	hard copy - contact Town Clerk/E Copy	free copy
Policies and procedures for handling requests for information NOT HELD		
Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy - contact Town Clerk/E Copy	free copy
Information security policy NOT HELD		
Records management policies (records retention, destruction and archive)	hard copy - contact Town Clerk	free copy
Data Protection Register of Data Controllers	hard copy - contact Town Clerk	free copy
Schedule of charges (for the publication of information)	hard copy - contact Town Clerk/E Copy	free copy

CLASS 6 - LISTS AND REGISTERS CURRENTLY MAINTAINED LISTS AND REGISTERS ONLY	some information may only be available by inspection /hard copy	
Any publicly available register or list	hard copy - contact Town Clerk/E Copy	free copy
Assets Register	hard copy - contact Town Clerk/E Copy	free copy
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 NOT HELD)		
Register of members' interests	hard copy - contact Town Clerk/Web Site	free copy
Register of gifts and hospitality	hard copy - contact Town Clerk/Web Site	free copy

CLASS 7 - THE SERVICES WE OFFER (INFORMATION ABOUT THE SERVICES WE OFFER, INCLUDING LEAFLETS, GUIDANCE AND NEWSLETTERS PRODUCED FOR PUBLIC AND BUSINESS) CURRENT INFORMATION ONLY		
Allotments NOT HELD		
Burial grounds and closed churchyards NOT HELD		
Community Centres and Village Halls NOT HELD		
Parks, playing fields and recreational facilities NOT HELD		
Seating, litter bins, clocks, memorials and lighting NOT HELD		
Bus shelters NOT HELD		
Markets NOT HELD		
Public conveniences NOT HELD		
Agency agreements NOT HELD		
A summary of services for which the council is entitled to recover a fee, together with fees (e.g. burial fees) NOT HELD		

CLASS 8 - ADDITIONAL INFORMATION (CURRENT INFORMATION THAT IS NOT ITEMISED IN THE ABOVE LISTS)		
Declaration of acceptance of office	hard copy - contact Town Clerk	free copy
Fire safety policy	hard copy - contact Town Clerk/E Copy	free copy
Responses to Planning Appeals NOT HELD		
Internal Audit Procedure	hard copy - contact Town Clerk/E Copy	free copy
Risk Assessment of Council Activities	hard copy - contact Town Clerk/E Copy	free copy
Annual Accounts & supporting documentation	hard copy - contact Town Clerk/E Copy	free copy
VAT returns - limited to the last financial year	hard copy - contact Town Clerk	free copy
Westhoughton Town Guide	free copy from Town Clerk/Library/Town Hall	
Westhoughton Town Council Newsletter	free copy from Town Clerk/Library/Town Hall	
Anti-harassment Policy	hard copy - contact Town Clerk/E Copy	free copy
Attendance at meetings	free copy on Newsletter/E Copy	
Civic Medals/Young Persons Award/Environmental Award Policies	hard copies - contact Town Clerk/E Copies	free copies
Equalities Duties Policy	hard copy - contact Town Clerk/E Copy	free copy
Grant Application Form	hard copy - contact Town Clerk/E Copy	free copy
First Aid at Work Risk Assessment	hard copy - contact Town Clerk/E Copy	free copy
Rules for Digital Camera	hard copy - contact Town Clerk/E Copy	free copy
Risk Assessments Remembrance Day Parade/ Pretoria Pit Disaster Services		free copy
Daisy Hill in Bloom activities	hard copies - contact Town Clerk/E Copies	free copies
Fire Safety Policy	hard copy - contact Town Clerk/E Copy	free copy
Town Mayor's Charities Procedures	hard copy - contact Town Clerk/E Copy	free copy

CONTACT DETAILS: Mrs C Morris, Town Clerk, Town Hall, Market Street, Westhoughton, BL5 3AW Telephone/fax: 01942 819802 E-Mail: westhoughtontc@tiscali.co.uk	
---	--

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	
Disbursement cost	<p>based on actual cost 1p per sheet paper & copying plus officer time and photocopier lease</p> <p>Colour photocopying not available</p> <p>Postage - actual cost of Royal Mail 2nd class</p>	0
Statutory Fee		
Other		

**ADOPTED BY WESTHOUGHTON TOWN COUNCIL:
8TH DECEMBER, 2008.**

REVIEWED: 14th September, 2015