

Policy & Resources Committee

Report Title:	Publication Scheme
Meeting Date:	25 July 2023
Contact Officer:	Lizzie Fuller, Committee Services & Processes Officer

Purpose of the Report

1. To provide background on the Council's Publication Scheme for the committee to adopt.

Background

1. The Freedom of Information Act 2000 requires town and parish councils to have a publication scheme, which gives the public information about how they are organised and structured; how they conduct their business; the decisions they have made; and what they do.
2. The Town Council's Publication Scheme was first adopted in July 2007, and then updated at P&R 11/6/13 in line with the Information Commissioner's Office (ICO) Model Publication Scheme to present information more clearly. TTC's Publication Scheme was due for review in January 2018 but does not appear to have been reviewed then.
3. Through Officers studying for [CiLCA](#), the Publication Scheme (Appendix A) was updated and uploaded to the website in an accessible format in May 2020.

Action Required

4. The FoIA 2000 requires authorities to review its Publication Scheme "from time to time".
5. It is good practice to ensure Councillors are aware of the information which the Council must make available through the Publication Scheme.
6. The content of the ICO's Model Publication Scheme should not be changed without approval from the ICO, and therefore the Committee is asked to adopt the Publication Scheme as presented.
7. The Publication Scheme should be reviewed again in 4 years' time (July 2027) in line with most other council policies.

Resource Appraisal

8. There are no resource implications.

Risk Assessment

9. There are no risks associated with reviewing the Publication Scheme.

Legal Powers:

- Freedom of Information Act 2000 Sections 19 and 20

Recommendation:

It is recommended...

- i) That the Town Council's publication scheme be formally adopted.***