



Freedom of Information Act 2000

Publication Scheme

FREEDOM OF INFORMATION – PUBLICATION SCHEME

1. Background Information

This Publication Scheme has been prepared by the Council's Information Governance and Compliance Teams under the Freedom of Information Act 2000. The Act gives a general right of access to all types of recorded information held by public authorities.

From the 1st January 2009 any person who makes a request for information to the Council must be told whether they hold the information and if so must be supplied with the information. The aim of the Publication Scheme is to promote openness and transparency. From this date there will be one approved scheme that must be adopted by all authorities.

Under Section 19 of the Freedom of Information Act, each public authority must produce a Publication Scheme. This has to set out what information it will make available as a matter of course, how and when it will do so and whether or not this information will be available free of charge.

2. Torbay Council's Structure

Torbay Council's Senior Structure is made up of a Chief Executive, a Deputy Chief Executive and four Commissioning Officers.

The Commissioning areas are as follows:

- Communities & Local Democracy
- Place & Environment
- Adults & Operations
- Children, Schools & Families

Full details of the Council's structure can be found at www.torbay.gov.uk/structure

3. How is the Publication Scheme Available?

The Publication Scheme is available in two formats. Firstly via the Council's website www.torbay.gov.uk from which a printable version is available.

4. Charging Policy

Information contained on the Council's website is free to those with Internet access.

If you visit the Council offices to inspect documents referred to within the Publication Scheme, no charge will be made. However an appointment may need to be arranged prior to visiting.

A charge will be made for copy documents in accordance with legislation in respect of prescribed charges or in accordance with the Council's fees and charges policy, a copy of which is available at www.torbay.gov.uk/chargingpolicy

The Council reserves the right not to charge if the documents are readily available and there is little or no administration involved in obtaining that document.

5. Classes of Information

The publication scheme has been branched off into a variety of categories:

1) Who we are and what we do

Organisational information, structures, locations and contacts

- Council Constitution
- Council Democratic structure
- Council Directorate structure
- Location and opening times of council properties
- Currently elected Councillors' information and contact details
- Contact details for all customer facing departments
- Most recent election results

2) What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurements, contracts and financial audit

- Financial Statements, budgets and variance reports
- Financial audit reports
- Staff allowances and expenses
- Pay and Grading structure
- Procurement procedures
- Details of contracts awarded and their value
- The members' allowances scheme and the allowances paid under it to councillors each year.
- District auditors report

3) What our priorities are and how we are doing

Strategies and Plans, performance indicators, audits, inspections and reviews.

- Local Area agreements
- Annual reports
- Strategies and business plans for services provided by the Council
- Best value local performance plan
- Public service Agreements.

4) How we make decisions

Decision making processes and records of decisions

- Timetable of Council meetings
- Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum committee.
- Public consultations

5) Our policies and procedures

- Customer Service
- Records management and personal data policies
- Charging regimes and policies
- Policies and Procedures for conducting Council business
- Policies and Procedures for delivering our services
- Policies and Procedures about the recruitment and the employment of staff.

6) Lists and Registers

- Asset registers and information asset registers
- Public registers and registers held as public records
- Disclosure logs
- Register of councillors' financial and other interests
- Register of electors

7) Services provided by the Council

Information about the services the council provides including leaflets, guidance and newsletters.

- Education
- Children's Services
- Public Transport
- Election Information
- Trading Standards

- Services for local businesses, other organisations, members of the public
- Services for which Councils are entitled to recover a fee together with those fees
- Information for visitors to the area, leisure information, events, museums, libraries and archive collections.

6. Your Views

The Publication Scheme is a living document and the Council will continually strive to improve the document to provide you with all the information relating to the Council, which is not exempt.

To help the Council to do this if you have any comments in relation to the Publication Scheme please contact the Information Compliance Team at Torbay Council.

However any major changes or deletions may require the approval of the Information Commissioner.

7. Complaints Procedure

If you have a complaint regarding Torbay Council's operation of the Publication Scheme, please raise this with the Information Compliance Team using one of the following methods:

Letter: Information Compliance
Torbay Council
Town Hall
Torquay
TQ1 3DR

Email: foi@torbay.gov.uk

Online: www.torbay.gov.uk/complaints

If you are further dissatisfied with the manner in which your complaint is handled, you may contact the Information Commissioners Office at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF