



Helston Town Council

Publication Scheme

Under the Freedom of Information Act 2000 all public authorities are required to specify what information they will publish, how the information is made available, and whether it is available free of charge or upon payment. The aim of Helston Town Council is to publish as much information as possible where there is known to be public interest.

Reviewed – March 2016

INFORMATION TO BE PUBLISHED	METHOD OF PUBLICATION
<i>Class 1. Internal Practice and procedures</i>	
Minutes of the Council, Committee and sub-committee meetings – limited to the last 2 years. Procedural Standing Orders. Annual Report.	Agendas are posted on the Council’s two notice boards and can be inspected in the Guildhall and Library and the website. Standing Orders and Annual Reports can be inspected at the Guildhall and website. Agendas, Minutes and Annual Reports are posted on the Council’s web site.
<i>Class 2. Code of Conduct</i>	
Councillors’ Code of Conduct. Declarations of Acceptance of Office. Register of Councillors’ Interests	All can be inspected at the Guildhall
<i>Class 3. Periodic Electoral Review</i>	
Information related to the last Periodic Electoral Review of Helston. Information related to the last Boundary Review of Helston.	Both can be inspected at the Guildhall.
<i>Class 4. Employment Practice and Procedure</i>	
Terms and conditions of employment. Job description. Equal Opportunities Policy. Health & Safety Policy. Staffing Structure.	All can be inspected at the Guildhall.
<i>Class 5. Planning</i>	
Summary lists of planning applications. Individual planning applications & responses.	Both can be inspected at the Guildhall and Cornwall Council website.
<i>Class 6. Audit and Accounts (past financial year)</i>	
Annual Return – limited to the last financial year. Annual Auditor’s report (External). Annual Auditor’s report (Internal). Annual Accounts and supporting information. Latest annual Precept Request. VAT records – limited to the last financial year. Financial Regulations. Assets Register. Risk Assessments. Fees & Charges applied by the Council. Safety inspection records eg playgrounds.	Hard copy from the Guildhall + website.)) All can be inspected at the Guildhall.) Available on Cornwall Council’s Council Tax leaflet.))) All can be inspected at the Guildhall.)))

INFORMATION TO BE PUBLISHED	METHOD OF PUBLICATION
<i>Class 7. Development and implementation of policy</i>	
Policy statements issued by the Council. Responses made to consultation papers. Analysis of public consultations by the Council. Complaints Procedure.	All can be inspected at the Guildhall.
<i>Class 8. Circulars/Newsletters</i>	
Newsletters. Town Guide. Town Trail. Information Leaflet. 'Helston: A Hidden History' booklet.	The Guildhall, Library & website. The Guildhall & Museum. The Guildhall & website. The Guildhall. The Guildhall

Documents can be viewed at the Guildhall by appointment between the hours of 9am and 1pm Monday to Friday.

Some information is exempt from publication, eg tender documents prior to awarding a contract. A full list of exemptions are listed at Appendix I.

As far as possible Helston Town Council will aim to make information available free of charge. The exception will be when substantial resources are required to respond to a request.

Documents on the web site **www.helstontc.com** can be downloaded free of charge ie there is no charge by us, but the user will have to meet any charges by their Internet service provider, personal printing costs etc.

Please note that requests for multiple print outs may attract a charge for the cost of retrieval, photocopying, postage etc. We will let you know this at the time of your request. Any charge will be payable in advance.

If you have any queries regarding this Publication Scheme please contact Mr Chris Dawson, Town Clerk.

Contact Details:

Address: Helston Town Council
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Appendix I

Freedom of Information Act 2000 – Full List of Exemptions

Information accessible to the applicant by other means (absolute) section 21

For example, information which the authority is required by law to communicate, or publishes in the context of its approved publication scheme. It must be ‘reasonably’ accessible to the applicant.

Information intended for future publication (public interest test) section 22

This applies where publication was planned at the time the request was made.

Information supplied by or relating to bodies dealing with security matters (absolute) section 23

This only applies to information supplied by or relating to one of the security bodies listed in the section.

National security (public interest test) section 24

Information that is not covered by section 23 above, but exemption is need to safeguard national security.

Defence (public interest test) section 26

Information likely to prejudice national defence or the armed forces.

International relations (public interest test) section 27

Information likely to prejudice the UK’s international relations or interests.

Relations within the United Kingdom (public interest test) section 28

Information likely to prejudice relations between the UK administrations: the UK government, the National Assembly for Wales, the Scottish administration, and the executive committee of the Northern Ireland Assembly.

The economy (public interest test) section 29

Information likely to prejudice the economic interests of the UK or part of the UK, or the financial interests of the government or any of the national administrations in the UK.

Investigations and proceedings conducted by public authorities (public interest test) section 30

Information held for the purpose of criminal investigations and proceedings, and information obtained from confidential sources relating to these or civil proceedings arising out of them.

Law enforcement (public interest test) section 31

Information not covered by section 30 above, and which is likely to prejudice a wider range of investigations and conduct, including prevention of crime; assessment and collection of any tax; regulatory enforcement, health and safety; any civil proceedings.

Court Records (absolute) section 32

Information that is only held as part of the documentation for a court or tribunal case, or a statutory inquiry.

Audit (public interest test) section 33

Applies to information held by public authorities which have functions relating to audit or examining the economy, efficiency and effectiveness of the use of resources and other public authorities; information is exempt if its disclosure is likely to prejudice those functions.

Parliamentary privilege (absolute) section 34

Formulation of government policy (public interest test) section 35

Information held by a government department or the National Assembly for Wales, relating to the formulation of government policy.

Prejudice to the effective conduct of public affairs (absolute for information held by either House of Parliament for all other information covered by this section, public interest test) section 36

This section applies to information held by any public authority. However, with the exception of statistical information, a 'qualified person' is required to operate the exemption. For authorities not listed in the section, including local authorities in England and Wales, this is either a minister of the Crown or someone authorised for this purpose by a minister.

Communication with Her Majesty etc. & honours (public interest test) section 37

The applies to information that relates to communications with Her Majesty, members of the Royal family or Royal household, or the conferring of honours.

Health and Safety (public interest test) section 38

Information that would, or would be likely to, endanger the physical, or mental health or safety of any individual.

Environmental information (public interest test) section 39

Environmental information does not fall within the FOI Act it is must be released in accordance with Environmental Information Regulations which will be introduced to implement the Aarhus Convention. However, if the information is subject to a discretionary exemption under the environmental regulations, then the FOI Act public interest test would apply.

Personal information (absolute exemption for subject access requests and in certain other situations; the public interest test applies to third party requests) section 40

This section operates as a gateway to the Data Protection Act 1998. Subject access requests are decided under the terms of the DP Act. Third party requests for personal information are decided in accordance with the data protection principles, but within the overall framework of the FOI Act.

Information provided in confidence (absolute) section 41

This exemption applies where disclosure would constitute an actionable breach of confidence.

Legal professional privilege (public interest test) section 42

This exemption applies where a claim to legal professional privilege could be maintained in legal proceedings.

Commercial interests (public interest test) section 43

This exemption applies to trade secrets, and to information which if disclosed would, or would be likely to, prejudice the commercial interests of any person, including the authority holding it.

Legal prohibitions on disclosure (absolute) section 44

Information, the disclosure of which is prohibited by any other enactment, is incompatible with any community obligations, or would be a contempt of court.