



Freedom of Information Act

Information available from Swanage 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		
Who's who on the Council and its Committees	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Contact details for Town Clerk and Council members	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Location of main Council office and accessibility details	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Staffing structure	www.swanage.gov.uk Hard copy – Council Offices	Free 10p

Class 2 – What we spend and how we spend it		
Final accounts (Annual Return) and report by auditor	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Finalised Budget and Budget Report Precept	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Precept	www.swanage.gov.uk Hard copy – Council Offices	Free 10p
Financial Standing Orders and Regulations	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Grants given and received (included in minutes and Annual Financial Review)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
List of current contracts awarded and value of contract (published quarterly)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Members' allowances and expenses	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Items of expenditure over £500 (published quarterly)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Invitations to tender (published quarterly)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Financial Review	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Class 3 – What our priorities are and how we are doing		
Statement of Policies and Objectives	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Annual Report	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet

Council Newsletter - Swanage Matters	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Swanage Community Strategic Plan	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Quality Status	Not applicable	
Local charters	Not applicable	
Class 4 – How we make decisions		
Timetable of meetings	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Agendas of meetings	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy – Council Offices	10p per sheet
Responses to consultation papers	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Responses to planning applications (included in minutes of Planning and Consultation Committee)	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet
Bye-laws	www.swanage.gov.uk Hard copy – Council Offices	Free 10p per sheet

Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>www.swanage.gov.uk or Hard copy – Council Offices</p>	<p>Free 10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Internal instructions to staff and policies relating to the delivery of services</p>	<p>www.swanage.gov.uk or Hard copy – Council Offices</p> <p>Not available</p>	<p>Free 10p per sheet</p>
Information security policy	Not available	
Records management policies (records retention, destruction and archive)	Hard copy – Council Offices	10p per sheet
Data protection policies	Not available	
Schedule of charges (for the publication of information)	See below	

Class 6 – Lists and Registers		
Any publicly available register or list (Allotment Register and Cemetery Registers)	By inspection at Swanage Town Hall	Free
Assets register	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Register of members’ interests	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Register of gifts and hospitality	Hard copy – Council Offices	10p per sheet
Class 7 – The services we offer		
Agency agreements	Hard copy – Council Offices	10p per sheet
Allotments	www.swanage.gov.uk	Free
Beach	www.swanage.gov.uk	Free
Boat Park	www.swanage.gov.uk	Free
Burial grounds, cemeteries and closed churchyards	www.swanage.gov.uk	Free
Bus shelters	www.swanage.gov.uk	Free
Car Parks	www.swanage.gov.uk	Free
Community centres and Town Hall	www.swanage.gov.uk	Free
Markets	www.swanage.gov.uk	Free
Parks, playing fields and recreational facilities	www.swanage.gov.uk	Free
Public conveniences	www.swanage.gov.uk	Free
Seating, litter bins, clocks, memorials and lighting	www.swanage.gov.uk	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Tourist Information Centre	www.swanage.gov.uk	Free

Additional Information		
Annual Treasury Report	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Anti-Fraud and Corruption Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Community Infrastructure Levy - Income & Expenditure Account 2014/15	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Datasets of information requested under Freedom of Information Act	www.swanage.gov.uk Electronic format by e-mail	Free Free
Local Government Pension Scheme Discretions Policy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Medium Term Financial Strategy	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Policy & protocol on recording, photography & use of Social Media at meetings of the Council	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Register of Potential Suppliers - Expression of Interest Form	www.swanage.gov.uk or Hard copy – Council Offices	Free Free
Transparency Code compliance data	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet
Treasury Management Policy and Strategy Documents	www.swanage.gov.uk or Hard copy – Council Offices	Free 10p per sheet

Contact details:

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Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority