

Classes of Information to be Included in the Publication Scheme

There are 7 prescribed classes of information that local authorities must make available as shown in the table below.

Class Topic/Cover Period Requirements	Sub Class	
1. Who we are and what we do. <i>Current information only required.</i>	A	Council Constitution
	B	Council democratic structure
	C	Council directorate structure
	D	Location and opening times of council properties
	E	Currently elected councillor's information and contact details
	F	Contact details for all customer facing departments
	G	Most recent election results
	H	Relationships with other authorities
2. What we spend and how we spend it. <i>Current year plus previous 2 financial years required.</i>	A	Financial statements, budgets and variance reports
	B	Capital programme i. Spending reviews ii Financial audit reports iii The members' allowances schemes and the allowances paid under to to councillors each year.
	C	Staff allowances and expenses
	D	Pay and grading structure
	E	Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the Council).
	F	Procurement procedures.
	G	Details of contracts currently being tendered.
	H	List of contracts awarded and their value.
	I	District Auditor's report
	J	Financial statements for projects and events.
	K	Internal financial regulations.
	L	Funding for partnership arrangements.
	3. What are our priorities and how we are doing. <i>Current year plus previous 3 years required.</i>	A
B		Strategies and business plans for services provided by the Council.
C		Best value local performance plan.
D		Internal and external organisation performance reviews.
E		Strategies developed in partnership with other organisations.
F		Economic development action plan.
G		Forward plan.
H		Capital strategy.
I		Best value performance indicators
J		District Auditors reports on the best value performance plan and performance indicators.
K		Comprehensive performance assessment
L		Inspection reports.
M		Local Area Agreements
N		Statistical information produced in accordance with the council's and departmental requirements.
O		Impact assessments
P		Service standards
Q	Public service agreements.	

4. How we make decisions. <i>Current year plus previous 3 years required.</i>	A	Timetable of council meetings
	B	Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings.
	C	Major policy proposals and decisions.
	D	Facts and analyses of facts considered when framing major policies.
	E	Public consultations.
	F	Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines.
5. Our policies and procedures <i>Current information only required.</i>	A	Policies and procedures for conducting council business.
	B	Policies and procedures for delivering our services.
	C	Policies and procedures about the recruitment and employment of staff.
	D	Customer service
	E	Records management and personal data policies
	F	Charging regimes and policies.
6. Lists and Registers <i>Current information only required.</i>	A	Public registers and registers held as public records.
	B	Asset registers and information asset register.
	C	Disclosure logs.
	D	Register of councillors' financial and other interests.
	E	Register of gifts and hospitality.
	F	Highways, licensing, planning, commons, footpaths, etc
	G	Register of electors.
7. Services provided by the council <i>Current information only required.</i>	A	Regulatory and licensing responsibilities
	B	Services for local businesses
	C	Services for other organisations
	D	Services for members of the public
	E	Services for which the council is entitled to recover a fee, together with those fees.
	F	Information for visitors to the area, leisure information, events, museums, libraries and archive collections.
	G	Leaflets, booklets and newsletters.
	H	Advice and guidance.
	I	Media releases.
	J	Election information