



# Lytham Town Council Publication Scheme Policy

(Adopted: 26/11/2025, Review due: 26/11/2027)

## 1. Introduction

Lytham Town Council (“the Council”) is committed to being open and transparent in its dealings. To this end the Council adopts and publishes this Publication Scheme, which sets out the classes of information it routinely makes available, how it publishes that information, and whether a charge is made for providing a copy of any information requested.

This Scheme supports the public’s right of access to information held by the Council, in line with the Freedom of Information Act 2000 (FOIA), and is intended to facilitate proactive publishing of information so that formal Freedom of Information requests may be reduced.

The Scheme applies to all information the Council holds which is covered by the Scheme. It does **not** cover personal data subject to data protection legislation, or information which is exempt under the FOIA or other legislation.

The Council will review this Scheme at least annually or whenever there is a significant change to the Council’s structure, services or information holdings.

## 2. Purpose and Scope

This Scheme covers information which the Council routinely publishes. It is **not** intended to be an exhaustive record of all information held by the Council.

If a member of the public requests information which is **not** included in the Scheme but which the Council holds, this may still be requested under the FOIA (section 1) and will be considered accordingly.

Information which is exempt (for example under FOIA Part II, environmental information exemptions, commercial confidentiality, personal data) may not be published under the Scheme.

The Council aims to publish information in a manner which is intelligible, accessible and up to date, and where possible in a reusable electronic format.

### **3. Legal Basis**

Under section 19(1) of the FOIA, it is the duty of every public authority to adopt and maintain a scheme relating to the publication of information by the authority, to publish information in accordance with that scheme, and from time to time to review the scheme.

Under section 19(2) of the FOIA the scheme must:

- specify classes of information which the authority publishes or intends to publish;
- specify the manner in which information of each class is, or is intended to be, published;
- specify whether the material is, or is intended to be, available free of charge or on payment.

Under section 19(3) of the FOIA the authority must have regard, when adopting or reviewing the scheme, to the public interest in allowing access and the publication of reasons for decisions.

The ICO publishes guidance and a “model publication scheme” which authorities may adopt (in full or with adaptations).

This Policy and the associated Publication Scheme accordingly seek to meet those requirements in a manner appropriate for the Council.

### **4. Classes of Information**

The Council will publish information under the following broad classes (based on the model publication scheme):

- Class 1: Who we are and what we do - organisational information, roles, responsibilities, contacts
- Class 2: What we spend and how we spend it - financial information, budgets, accounts, audit reports
- Class 3: What our priorities are and how we are doing - performance, plans, strategies
- Class 4: How we make decisions - minutes, reports, agendas, decisions
- Class 5: Our policies and procedures - general policies, procedures, codes of practice
- Class 6: Lists and registers - asset register, land holdings, registers required by statute
- Class 7: The services we offer - details of services, how to access, eligibility, complaints procedure

For each class the Council will indicate in its Guide to Information the specific items, how they are published (e.g., website, hard copy), frequency of publication and whether they are free or subject to a charge.

### **5. Accessing the Information**

The Publication Scheme and the Guide to Information will be published on the Council’s website and made easily accessible to the public.

Where information is available online, a link will be provided. Where information is only available in hard copy, details of how to request a copy will be provided.

Copies may be provided free of charge or at a cost (see Section 6).

If a requester cannot find information they are seeking in the Scheme, they may make a formal FOI request (by email or letter).

Contact details for FOI requests will be provided in the Guide. The Council will in its response identify whether the information is covered by the Scheme or whether a formal FOI request route is necessary.

## **6. Charges**

Where applicable, the Council may make a charge for providing information. This may include charges for: photocopying, printing, postage/packaging, disbursements, and any costs directly incurred in supplying the information.

The Council will provide a clear charging schedule in the Guide to Information.

Where information is published online free of charge, no fee will apply.

Any fees charged will be reasonable and reflect the actual cost incurred by the Council.

## **7. Publication of this Scheme**

A copy of this Scheme will be made publicly available (via the website and/or in hard copy on request).

The Scheme's latest version will be clearly dated.

Contact details for questions, suggestions or complaints regarding the Scheme will be included.

## **8. Compliance, Exemptions & Limits**

The Council will apply the FOIA, the Environmental Information Regulations 2004 (EIR) (where relevant) and other legislation (such as data protection) when considering whether to publish or provide information.

Information may be withheld if an exemption or exception applies (for example, personal or commercially sensitive information, or where disclosure would prejudice law enforcement). The scheme does **not** remove or limit a requester's right under FOIA section 1 to request any recorded information held by the Council.

Where disclosure under the Scheme takes place, once published the information is publicly available and a separate FOI request for that information may be refused as "reasonably accessible" under section 21 of FOIA.

## **9. Complaints and Feedback**

If you believe the Council has failed to comply with this Publication Scheme or to provide information, you may raise a complaint via the Council's complaints process.

If after following the Council's internal process you remain dissatisfied, you may contact the ICO. Contact details for the ICO will be included in the Guide to Information.

## **10. Responsibilities**

The Clerk to the Council will take overall responsibility for maintaining the Publication Scheme, ensuring reviews are carried out and the Guide to Information is updated.

They will ensure that information which is subject to the Scheme is identified, reviewed, and published according to the timetable.

All Members and officers will cooperate and provide information as necessary to enable compliance with this Scheme.

The clerk will report any issues raised to the Council.

## 11. Review of Policy

The Council will review this Publication Scheme at least annually to ensure it remains up-to-date and relevant.

The Council will also monitor which classes of information have been published, uptake of requests, and feedback from users to inform improvements.

Where the Scheme is amended or updated, the Council will update the date of the latest version and publish details of the changes.

### Version Control

Version	Date	Description of Change	Author
V1	26/11/2025	Policy approved and adopted	Luke Russell C/RFO