

Abbots Leigh Parish Council

Model Publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector

Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do

- Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

- Current written protocols for delivering our functions and responsibilities.

Lists and registers

- Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of Information Not Generally Included

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will clearly indicate to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- Costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, justified, and in accordance with a published schedule of fees which is available to the public.

Charges may also be made for making datasets available for re-use under the Re-use of Public Sector Information Regulations 2015.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing. Such requests will be considered in accordance with the provisions of the Freedom of Information Act.

Class 1 – Who We Are and What We Do

(Organisational information, structures, locations and contacts)

Information to be Published	How the Information Can Be Obtained	Cost
List of council members and responsibilities	Website	Free
Council committees and structure	Website	Free
Representation on local public bodies	Website	Free
Contact details for parish clerk and council members	Website	Free

Information to be Published	How the Information Can Be Obtained	Cost
Postal address of the council office	Website	Free
Telephone numbers and email contacts	Website	Free
Location of main council office and accessibility details	Website	Free
Staffing structure	Website	Free

Class 2 – What We Spend and How We Spend It

(Financial information about projected and actual income and expenditure)

Information to be Published	How the Information Can Be Obtained	Cost
Annual statement of accounts	Website	Free
Annual return form and internal audit report	Website	Free
Finalised budget	Website or Hard Copy	See charges below
Precept information	Website or Hard Copy	See charges below
All expenditure above £100	Website or Hard Copy	See charges below
Financial regulations and standing orders	Website	Free
Grants given and received	Website or Hard Copy	See charges below
List of current contracts and contract values	Website or Hard Copy	See charges below

Information to be Published	How the Information Can Be Obtained	Cost
Members' allowances and expenses	Website or Hard Copy	See charges below

Class 3 – What Our Priorities Are and How We Are Doing

(Strategies, plans, performance indicators, audits and reviews)

Information to be Published	How the Information Can Be Obtained	Cost
Annual governance statement	Website	Free
Parish plan / neighbourhood plan	Website	Free
Annual report to parish meeting	Website or Hard Copy	See charges below
Quality status reports	Website or Hard Copy	See charges below
Data protection impact assessments	Website or Hard Copy	See charges below

Class 4 – How We Make Decisions

(Decision making processes and records)

Information to be Published	How the Information Can Be Obtained	Cost
Timetable of council meetings	Website	Free
Agendas of meetings	Website or Hard Copy	See charges below
Minutes of meetings	Website or Hard Copy	See charges below

Information to be Published	How the Information Can Be Obtained	Cost
Reports presented to council meetings	Website or Hard Copy	See charges below
Responses to consultation papers	Website or Hard Copy	See charges below
Responses to planning applications	Website or Hard Copy	See charges below

Class 5 – Our Policies and Procedures

(Policies and protocols for delivering services)

Information to be Published	How the Information Can Be Obtained	Cost
Standing orders	Website	Free
Committee terms of reference	Website	Free
Delegated authority policies	Website	Free
Code of conduct	Website	Free
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies	Website or Hard Copy	See charges below
Complaints procedure	Website	Free
Freedom of Information request procedures	Website	Free
Data protection policies	Website	Free

Class 6 – Lists and Registers

Information to be Published	How the Information Can Be Obtained	Cost
Public registers required by law	Hard Copy or Inspection	See charges below
Asset register	Hard Copy or Website	See charges below
Disclosure log of FOI requests	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free

Class 7 – The Services We Offer

Information to be Published	How the Information Can Be Obtained	Cost
Allotments	Website	Free
Burial grounds and churchyards	Website	Free
Community centres and village halls	Website	Free
Parks and recreational facilities	Website	Free
Public seating, bins and memorials	Website or Hard Copy	See charges below
Bus shelters	Website or Hard Copy	See charges below
Markets	Website	Free
Public conveniences	Website	Free
Agency agreements	Website	Free

Information to be Published	How the Information Can Be Obtained	Cost
Services with associated fees	Website	Free

Schedule of Charges

Type of Charge	Description	Basis of Charge
Photocopying (Black & White)	50p per sheet	Actual cost
Photocopying (Colour)	£1 per sheet	Actual cost
Postage	Standard Royal Mail 2nd class	Actual cost
Statutory Fee	Charged where applicable under legislation	As set by law