

Information available from Little Horkesley Parish Council under the model publication scheme

INTRODUCTION

The Freedom of Information Act 2000 grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise make available to the public.

Freedom of Information Requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

Little Horkesley Parish Council is committed to openness and accountability and already makes large amounts of information available to the public, through the website, the village noticeboard and the Facebook page.

MODEL PUBLICATION SCHEME

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.

The 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 helped by the Parish Council 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.

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, reviews.
- **How we make decisions.**
Policy proposals and decisions. Decision making process, 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 parish council.
- **The services we offer.**
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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

Where it is within the capability of the Parish Council, 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, the Parish Council will indicate how information can be obtained any 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 other such 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 available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the 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
- the 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, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

Information available from Little Horkesley Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do <i>Current information only</i></p> <ul style="list-style-type: none"> • Who’s who on the Council • Contact details for Parish Clerk and Council members • Details of accessibility to Parish Council 	<p>Available on the website: www.littlehorkesleypc.com</p> <p>Available on noticeboards or a hard copy from the Parish Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>n/a</p>	
<p>Staffing structure – The Parish Clerk is the only employee of the Parish Council</p>	<p>n/a</p>	<p>n/a</p>
<p>Class 2 – What we spend and how we spend it <i>Current and previous financial year as a minimum</i></p>		
<p>Annual return form and report by auditor</p>	<p>Website Parish Clerk</p>	<p>Free 10p per sheet</p>
<p>Finalised budget</p>	<p>Parish Clerk</p>	<p>10p per sheet</p>

Precept	Parish Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Parish Clerk	Free 10p per sheet
Grants given and received	Parish Clerk	10p per sheet
List of current contracts awarded and value of contract	Parish Clerk	10p per sheet
Members' allowances and expenses	n/a	n/a
<p>Class 3 – What our priorities are and how we are doing <i>Current and previous year as a minimum</i></p>		
Parish Plan (current and previous year as a minimum)	Parish Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Parish Clerk	Free 10p per sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<p>Class 4 – How we make decisions <i>Current and previous council year as a minimum</i></p>		
Timetable of meetings (Council and parish meetings)	Website Parish Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Noticeboard Parish Clerk	Free Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Parish Clerk	Free 10p per sheet

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Parish Clerk	Free 10p per sheet
Responses to consultation papers	Parish Clerk	10p per sheet
Responses to planning applications	Parish Clerk	10p per sheet
Bye-laws	n/a	
<p>Class 5 – Our policies and procedures <i>Current information only</i></p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p>	<p>Website Parish Clerk Parish Clerk (if applicable) Parish Clerk (if applicable) Parish Clerk</p>	<p>Free 10p per sheet 10p per sheet 10p per sheet 10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p>	<p>Parish Clerk</p> <p>Website Parish Clerk Parish Clerk n/a</p>	<p>10p per sheet</p> <p>Free 10p per sheet 10p per sheet</p>

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Clerk Parish Clerk	10p per sheet 10p per sheet
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	Website Parish Clerk	Free 10p per sheet
Data protection policies (Privacy)	Website Parish Clerk	Free 10p per sheet
Schedule of charges (for the publication of information)	n/a	
<p>Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i> <i>Some information may only be available by inspection</i></p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	Website Parish Clerk	Free 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	Parish Clerk	10p per sheet
Register of gifts and hospitality	Parish Clerk	10p per sheet

<p>Class 7 – The services we offer <i>Current information only</i> Some information may only be available by inspection</p>		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Website Parish Clerk	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	10p per sheet
Bus shelters	Parish Clerk	10p per sheet
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<p>Additional Information</p> <p>Request for hard copies: Joanna Petersen Parish Clerk Fishponds Cottage</p>		

<p>London Road Great Horkesley CO6 4DA</p> <p>Email: clerk@littlehorkesleypc.com Telephone 01206 273 145</p>		
---	--	--

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

COMPLAINTS PROCEDURE

The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the Clerk. If the information is not available, you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this procedure from the Clerk (details as above.)

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate this matter further.