

# **CHURCH PULVERBATCH PARISH COUNCIL**

## **Freedom Of Information - Model Publication Scheme**

**Adopted 19 May 2014**

**Reviewed 26 May 2023**

**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.

### **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 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 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 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
- 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 a public authority 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.

## Information available from Church Pulverbatch Parish Council under the Freedom of Information Model Publication Scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Church Pulverbatch Parish Council resolved to adopt the Information Commissioner's Office Model Publication Scheme (v1.1 September 2013) at its meeting on 19 May 2014 (reviewed May 2023).

The following guide is the current list of information under the Scheme.

Questions regarding the Publication Scheme should be directed to the Clerk. Older information and information 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.

Contact details: Clerk

email: [church.pulverbatch@hotmail.co.uk](mailto:church.pulverbatch@hotmail.co.uk)

[www.churchpulverbatchparishcouncil.co.uk](http://www.churchpulverbatchparishcouncil.co.uk)

Information to be published-	How the information can be obtained	Cost – see Schedule of Charges for hard copy
<b>Class1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b> current information only	Website: <a href="http://www.churchpulverbatchparishcouncil.co.uk">www.churchpulverbatchparishcouncil.co.uk</a>	
Who's who on the Council and contact details for Parish Clerk and Council members	Website Hard Copy – contact clerk	Free
Location of main Council office and accessibility details	Website Hard Copy – contact clerk	
Staffing structure	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website Hard Copy – contact clerk	Free
Finalised budget and Precept	Website Hard Copy – contact clerk	Free
Financial Standing Orders and Regulations	Website Hard Copy – contact clerk	Free
Grants given and received	Website Hard Copy – contact clerk	Free
List of current contracts awarded and value of contract	Website Hard Copy – contact clerk	Free

Members' allowances and expenses	Website Hard Copy – contact clerk	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard copy – contact clerk	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact clerk	Free
Agendas of meetings (as above)	Website Hard Copy – contact clerk	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact clerk	Free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact clerk	
Responses to consultation papers (as part of minutes of meeting)	Website Hard Copy – contact clerk	Free
Responses to planning applications (as part of minutes of meeting)	Website Hard Copy – contact clerk	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements Financial regulations	Website Hard Copy – contact clerk	Free
Procedures for handling requests for administration, procedures and the supply of information: Complaints procedures General Data Protection Regulations Records Management Policy Information Request Policy	Website Hard copy – contact clerk	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		

Assets Register	Website Hard copy – contact clerk	Free
Register of members' interests	<a href="http://www.shropshire.gov.uk/committee-services">www.shropshire.gov.uk/committee-services</a>	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Noticeboards	Contact clerk	

### **SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost for all hard copy documents requested	Photocopying @ 20p per A4 sheet (black & white)	Actual cost
	Photocopying @ 40p per A4 colour sheet	Actual cost
	Larger paper sizes price on request	
	Postage – all costs for hard copies are exclusive of postage which will be charged at 2 <sup>nd</sup> class Royal mail rate	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Supply of information not listed in the publication scheme.	Free up to 1 hour, then £10 per hour for responding to requests for information not listed in the Council's publication scheme	To cover administration costs