

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 data set 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 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 Swynnerton Parish Council under the Freedom of Information Act model publication scheme

| Information to be published | How the information can be obtained | Cost |
|--|---|---------------|
| <p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts) - <i>Current information only</i></p> | | |
| <p>Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p> | <p>Hard/electronic copy from the clerk and website</p> <p>Hard/electronic copy from the clerk</p> | 10p per sheet |
| <p>Postal and email address</p> <p>Contact details for Parish Clerk</p> <p>Contact details for council members, where possible, provide named contacts including contact phone numbers and email addresses</p> | <p>Hard/electronic copy from the clerk and website</p> <p>Hard/ electronic copy from the clerk, website and noticeboards</p> <p>Hard/ electronic copy from the clerk, website and noticeboards, where available</p> | 10p per sheet |
| <p>Location of main council office and accessibility details</p> | <p>Not held</p> | |

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| Staffing structure | Not held | |
| Information to be published | How the information can be obtained | Cost |
| Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) - <i>Current and previous financial year as a minimum</i> | | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | Hard copy from the clerk and website | 10p per sheet |
| Finalised budget | Hard/ electronic copy from the clerk and website | 10p per sheet |
| Precept | Hard/electronic copy from the clerk and website (minutes/accounts) | 10p per sheet |
| Borrowing Approval letter | Not held | |
| All items of expenditure above £100 | Hard copy from clerk and website (approved payments) | 10p per sheet |
| Financial Standing Orders and Regulations | Hard copy from clerk and website | 10p per sheet |
| Grants given and received | Hard/electronic copy from clerk and website (minutes and approved payments) | 10p per sheet |
| List of current contracts awarded and value of contract | Hard/electronic copy from clerk | 10p per sheet |
| Members' allowances and expenses | Hard/electronic copy from clerk and | 10p per sheet |

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| | website (approved payments) | |
| Information to be published | How the information can be obtained | Cost |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) - <i>Current and previous year as a minimum</i> | | |
| Annual governance statement in format included in the Annual Return form | Hard copy from clerk and website | 10p per sheet |
| Parish Plan | Hard/electronic copy from clerk | 10p per sheet |
| Annual Report to Parish or Community Meeting | Hard/electronic copy from the clerk | 10p per sheet |
| Quality status | Not held | |
| Local charters drawn up in accordance with DLUHC's guidelines | Not held | |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | Not held | |

| Information to be published | How the information can be obtained | Cost |
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| <p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p><i>Current and previous council year as a minimum</i></p> | | |
| <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> | <p>Notice boards, website, hard copy from clerk</p> | |
| <p>Agendas of meetings (as above)</p> | <p>Website and notice boards, hard copy from clerk</p> | <p>10p per sheet</p> |
| <p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p> | <p>Website, hard copy from clerk</p> | <p>10p per sheet</p> |
| <p>Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</p> | <p>Hard/electronic copy from clerk</p> | <p>10p per sheet</p> |
| <p>Responses to consultation papers</p> | <p>Hard/electronic copy from clerk</p> | <p>10p per sheet</p> |
| <p>Responses to planning applications</p> | <p>Hard/electronic copy from clerk</p> | <p>10p per sheet</p> |
| <p>Bye-laws</p> | <p>Not held</p> | |

| Information to be published | How the information can be obtained | Cost |
|--|--|---------------|
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - <i>Current information only</i> | | 10p per sheet |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | Website, hard/electronic copy from clerk | 10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) | Website, hard/electronic copy from clerk where available | 10p per sheet |
| Records management, personal data and access to information policies Include information security policies, records retention, | Website, hard/electronic copy from clerk where available | 10p per sheet |

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| destruction and archive policies, and data protection (including data sharing and CCTV usage) policies | | |
| Information to be published | How the information can be obtained | Cost |
| Class 6 – Lists and Registers Currently maintained lists and registers only. | | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | By inspection where available | |
| Assets register, including details of public land and building assets | Website, hard copy from the clerk | |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | Hard/electronic copy from clerk | |
| Register of members’ interests | Hard/electronic copy from clerk | |
| Register of gifts and hospitality | Hard/electronic copy from clerk | |

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| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | | |
| Allotments | Not held | |
| Burial grounds and closed churchyards | Not held | |
| Community centres and village halls | Not held | |
| Parks, playing fields and recreational facilities | Hard/electronic copy from clerk | |
| Seating, litter bins, clocks, memorials and lighting | Hard/electronic copy from clerk | |
| Bus shelters | Hard/electronic copy from clerk | |
| Markets | Not held | |
| Public conveniences | Not held | |
| Agency agreements | Not held | |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | Not held | |

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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 |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |