

HERONGATE AND INGRAVE PARISH COUNCIL



FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

ADOPTED AT PARISH COUNCIL MEETING 27TH JUNE 2012

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 the Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held 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 and reviews.

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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.

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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 HERONGATE AND INGRAVE PARISH COUNCIL
UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class 1 Who we are and what we do	Organisational information, structures, locations and contacts	
1. Who's who on the Council 2. Council structure 3. Contact details of Council Members	On website Via email	Website – free, Email – free
Contact details of Clerk	On notice boards, website and newsletter	Website – free, email – free, newsletter - free
Staffing Structure	On website Via email Paper copy	Website free Email - free Paper copy – see schedule of charges

Class 2 – What we spend and How we spend it	Financial information relating to projected and actual receipts and payments. Contracts for procurement. Current year audit and previous year	
Members' allowances and expenses	Paper copy	Paper copy – see schedule of charges
Grants received and given	Paper copy	As above
Annual Return and Reports	Paper copy or via email	As above
Requested Precept	Paper copy or via email	As above
Financial Regulations	On website Via email Paper copy	Website – free Email – free Paper copy – see schedule of charges

Class 3 – What are our priorities and how we are doing	Strategies, plans and performance indicators, audits and inspections	
Community Support Plan	Website (work in progress) Paper copy	Website – free Paper copy – see

		schedule of charges
Annual Report	Under development	As above

Class 4 – How we make decisions	The process and records of decisions. Current and previous year	
Timetable of meetings	Current year on notice boards and website	Free
Agendas of meetings	On notice boards before each meeting, paper copy available at meetings, on website.	Free
Minutes of meetings (will exclude any matters deemed private and confidential)	On notice boards. Via website	Free

Class 5 – Policies and procedures	Written protocols, policies and procedures	
1. Standing Orders 2. Delegated authority in respect of the Clerk 3. Code of Conduct)Website ,)Email)Paper copy	Free Free Paper – see schedule of charges
Complaints Procedure	Website Email Paper copy	As above
Grievance Procedure	Under development	As above
Financial Regulations	Website Email Paper copy	As above

Class 6 – Lists and Registers	Those currently maintained (under development)	
Asset register	Under development – inspection only	Charged for Clerk’s time
Members interests	Inspection only	As above

Class 7 – Services we offer	Items and services we provide or maintain	
Seating, litter and dog bins, notice boards	On application to the Clerk	Charged for time of Clerk

Additional information	This will provide the Parish Council with the opportunity to publish information that is not included in the lists above	
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Schedule of charges	Charges are made to recover the costs of providing photocopies and staff costs	
Description	Photocopying (Black & white) A4 sheet – 10p per sheet	Cost of paper and ink plus staff time
	Photocopying (Colour) A4 sheet – 15p per sheet	As above
	Postage	At current rates of Royal Mail
Other	Minimum cost of staff 1 hour	At current hourly rate