

## **Freedom of Information Act**

Under the Freedom of Information Act, it is the duty of every public authority to adopt and maintain a publication scheme. Publication Schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

### **Cleeve Prior Parish Council Freedom of Information Act Publication Scheme Adopted 9 October 2013**

#### **INTRODUCTION**

##### **The Freedom of Information Act**

The Freedom of Information Act 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](http://www.ico.gov.uk)

##### **Publication Scheme**

The Act requires every public authority to adopt and maintain a generic model publication scheme. Cleeve Prior Parish Council adopted the generic model publication scheme at their Council Meeting on 10 June 2013. It is intended to provide 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.

## **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 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 Cleve Prior Parish Council under the model publication scheme**

**Information Available From Cleeve Prior Parish Council Under The Model Publication Scheme:  
Adopted 9 October 2013**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council	website	free
Contact details for Parish Clerk and Council members (named contacts with telephone numbers)	website	free
Venue for meetings and accessibility details	website	free
<p><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)</p> <p>Current and previous financial year</p>		
Annual return form and report by auditor	website	free
Finalised budget	website	free

Precept – see budget	website	free
Financial Standing Orders and Regulations	website	free
Grants given and received	website	free
List of current contracts awarded and value of contract	hard copy contact the Clerk	£0.10 per page
Members' allowances and expenses - see budget	website	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	hard copy contact the Clerk	on loan
Annual Report to Parish or Community Meeting (current and previous year)	website	free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council meetings and parish meetings)	website	free
Agendas of meetings (as above)	website	free
Minutes of meetings (as above)	website	free
Reports presented to council meetings	Minutes on website/hard copy contact the Clerk	free/£0. 10 per page
Responses to consultation papers	Minutes on website/hard copy contact the Clerk	free/£0. 10 per page
Responses to planning applications	WDC website <a href="http://www.e-wychavon.org.uk/wychavon/">http://www.e-wychavon.org.uk/wychavon/</a>	free

	<a href="http://plan_search/search.html">plan_search/search.html</a>	
<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: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> </ul>	Website Website website	Free Free Free
Policies and procedures for the provision of services and about the employment of staff	hard copy contact the Clerk	£0.10 per page
Internal policies relating to the delivery of services – see Financial Regulations	Website	free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	free
Schedule of charges (for the publication of information)	website	free
Delegated Schemes – see Standing Orders Appendix	website	free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Assets Register (see Accounts under FINANCE & ACCOUNTS)	website	free
Register of members’ interests	website	free
<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		
Footpath Officer Lengthsman Village Hall Street Lights	Contact Clerk Contact Clerk Contact Clerk Contact Clerk	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Written statements of particulars of employment	hard copy contact the Clerk	£0.10 per page
Job descriptions	hard copy contact the Clerk	£0.10 per page

**Contact details:**

**Mr Sean Arble**

**Clerk & RFO to the Parish Council**

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**Cleeve Prior**

**WORCS WR11 8LF**

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**01789 490 501**

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost £0.03
	Photocopying @10 p per sheet (colour)	Actual cost £0.05
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£450.00	In accordance with the relevant legislation
<b>Other</b>		