

RAWRETH PARISH COUNCIL

**Freedom of Information Policy
Adopted 1st January 2009
Amended and Adopted March 2021**

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.

Information available from Rawreth Parish Council under the model publication scheme

Information to be published	How the Information can be obtained (Hard copy and or Website)	Cost See table Below for
Class 1 – Who we are and what we do. (organisational		

information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council Members	Website and Hard copy	Free, PC BW Post
Location of main Council Office and accessibility details	Website	Free
Staffing Structure	N/A	
Class 2 – What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website and Hard copy	Free PC BW Post
Finalised Budget	Hard copy	PC BW Post
Precept	Hard copy	PC BW Post
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Website and Hard copy	Free PC BW Post
Grants given and received	Hard copy	PC BW Post
List of current contracts awarded and value of contract	Hard copy	PC BW Post
Members allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy	PC BW PC CO Post
Annual Report to Parish or Community Meeting	Website and Hard copy	Free, PC BW Post
Quality Status	N/A	
Local Charters drawn up in accordance with DCLG guidelines	Hard copy	PC BW Post
Class 4- How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any	Website and Hard copy	Free, PC BW

committee/sub committee meetings and Parish meetings)		Post
Agendas of meetings	Website for current month Hard copy all others	Free, PC BW Post
Minutes of meetings	Website or Hard copy	Free, PC BW Post
Reports presented to Council meetings	Hard copy	PC BW Post
Responses to consultation papers	Hard copy	PC BW Post
Responses to planning applications	Website if for a current month (minutes) or Hard copy	Free, PC BW Post
Bye-Laws	Hard copy	PC BW Post
Class 5-Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Council business: a)Procedural Standing Orders b)Committee and sub-committee terms of reference c)Delegated authority in respect of officers d)Code of Conduct e)Policy Statements	a)Hard copy b)N/A c)Hard copy d)Hard copy e)Hard copy	a,c,d and e, PC BW Post
Policies and procedures for the provision of services and about the employment of staff: a)Internal policies relating to delivery of services b)Equality and diversity policy c)Health and safety policy d)Recruitment policies e)Policies and procedures for handling requests for information f) Complaints procedures g) Information security policy h) Records management policies (records retention, destruction an archive) i)Data Protection policies j)Schedule of charges for publication of information	a)Hard copy b)N/A c)N/A d)N/A e) Website Hard copy f) Website Hard copy g)N/A h)Hard copy i) Website and Hard copy j)Hard copy	a, e, f, h l and j Free PC BW Post
Class 6-Lists and Registers (currently maintained lists and registers		

only)		
Any publicly available register or list (if any are held these should be publicised)	N/A	
Assets Register	Hard copy	PC BW
Disclosure Log	N/A	
Register of Members interest	Hard copy	PC BW
Register of gifts and hospitality	Hard Copy	PC BW
Class 7- The services we offer (Information on the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields, recreation facilities	Hard copy	PC BW
Seating, litter bins, clocks, memorials, lighting	N/A	
Bus Shelters	Hard copy	PC BW
Markets	N/A	
Public conveniences	N/A	
Agency Agreements	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)	N/A	
Additional information		

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.

SCHEDULE OF CHARGES

Type of Charge	Description	Code	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black and white)	PC BW	Actual Cost
Disbursement Cost	Photocopying @ 15p per sheet (colour)	PC CO	Actual Cost
Postage	Posting of documents to requesting party	Post	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee	In accordance with the relevant legislation		
Other			

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. April 2008 2 Model Publication Scheme v1.0

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.