

# RAWRETH PARISH COUNCIL

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## Freedom of Information 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.

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

<b>Information to be published</b>	<b>How the Information can be obtained</b> <small>(Hard copy and or Website)</small>	<b>Cost</b> <small>See table Below for</small>
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<b>Class 1 – Who we are and what we do.</b> (organisational information, structures, locations and contacts)		
<b>Who's who on the Council and its Committees</b>	Website	Free
<b>Contact details for Parish Clerk and Council Members</b>	Website and Hard copy	Free, PC BW Post
<b>Location of main Council Office and accessibility details</b>	Website	Free
<b>Staffing Structure</b>	N/A	
<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)		
<b>Annual return form and report by auditor</b>	Website and Hard copy	Free PC BW Post
<b>Finalised Budget</b>	Hard copy	PC BW Post
<b>Precept</b>	Hard copy	PC BW Post
<b>Borrowing Approval Letter</b>	N/A	
<b>Financial Standing Orders and Regulations</b>	Website and Hard copy	Free PC BW Post
<b>Grants given and received</b>	Hard copy	PC BW Post
<b>List of current contracts awarded and value of contract</b>	Hard copy	PC BW Post
<b>Members allowances and expenses</b>	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Parish Plan</b>	Hard copy	PC BW PC CO Post
<b>Annual Report to Parish or Community Meeting</b>	Website and Hard copy	Free, PC BW Post
<b>Quality Status</b>	N/A	
<b>Local Charters drawn up in accordance with DCLG guidelines</b>	Hard copy	PC BW Post
<b>Class 4- How we make decisions</b> (Decision making processes and records of		

decisions)		
<b>Timetable of meetings (Council, any committee/sub committee meetings and Parish meetings )</b>	<b>Website and Hard copy</b>	<b>Free, PC BW Post</b>
<b>Agendas of meetings</b>	<b>Website for current month Hard copy all others</b>	<b>Free, PC BW Post</b>
<b>Minutes of meetings</b>	<b>Website or Hard copy</b>	<b>Free, PC BW Post</b>
<b>Reports presented to Council meetings</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Responses to consultation papers</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Responses to planning applications</b>	<b>Website if for a current month (minutes) or Hard copy</b>	<b>Free, PC BW Post</b>
<b>Bye-Laws</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Class 5-Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>		
<b>Policies and Procedures for the conduct of Council business:</b>  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 Website b)N/A  c)Hard copy  d)Hard copy Website e)Hard copy Website	a,c,d and e, PC BW Post
<b>Policies and procedures for the provision of services and about the employment of staff:</b>  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 I and j Free PC BW Post

<b>Class 6-Lists and Registers</b> (currently maintained lists and registers only)		
<b>Any publicly available register or list</b> (if any are held these should be publicised)	N/A	
<b>Assets Register</b>	Hard copy	PC BW
<b>Disclosure Log</b>	N/A	
<b>Register of Members interest</b>	Website Hard copy	PC BW
<b>Register of gifts and hospitality</b>	Hard Copy	PC BW
<b>Class 7- The services we offer</b> (Information on the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<b>Allotments</b>	Hard copy	
<b>Burial grounds and closed churchyards</b>	N/A	
<b>Community centres and village halls</b>	N/A	
<b>Parks, playing fields, recreation facilities</b>	Hard copy	PC BW
<b>Seating, litter bins, clocks, memorials, lighting</b>	N/A	
<b>Bus Shelters</b>	Hard copy	PC BW
<b>Markets</b>	N/A	
<b>Public conveniences</b>	N/A	
<b>Agency Agreements</b>	N/A	
<b>A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)</b>	N/A	
<b>Additional information</b>		

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 of existing material in the Parish office @ 10p per sheet (black and white)	PC BW	Actual Cost
Disbursement Cost	Photocopying of existing material in the Parish Office @ 15p per sheet (colour)	PC CO	Actual Cost
Postage	Posting of documents to requesting party	Post	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class
Disbursement Cost	Reproduction of existing material that cannot be done in the Parish Office	Rep	To be quoted on a case by case basis depending on the exact requirements . Cost will include staff time/travelling expenses and postage costs involved
Staff Cost	Staff time to find, sort, edit or reformat material	Staff	£25.00 per hour
Email	Emailing of existing material held in digital format		Free of charge

### **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 and reproducing 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.

On receipt of your written request the Parish Clerk will write and advise you of the charges attached to your request. The 30 day period will restart from the day the Responsible Financial Officer receives your payment.

Please note the Parish Council does not have to provide the information if you fail to pay within three months.

Policy Adopted by Rawreth Parish Council 1<sup>st</sup> January 2009

Policy Amended 3<sup>rd</sup> March 2021

Policy reviewed 3<sup>rd</sup> April 2024

Policy reviewed 1<sup>st</sup> April 2026