



ST CUTHBERT (OUT) PARISH COUNCIL

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ICO Model October 2015

Adopted by SCOPC: 25 November 2019

Last Review Date: 10 September 2019

Next Review Date: 10 September 2020

PUBLICATION SCHEME

Freedom of Information Act

The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. St Cuthbert (Out) Parish council has adopted the ICO's model publication scheme that all public authorities must use and thereby is committed 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.

The Scheme commits us 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

- To publish any dataset 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

1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
(Current and previous financial year as a minimum.)

3 Our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.
(Current and previous year as a minimum.)

4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
(Current and previous council year as a minimum.)

5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.
(Current information only.)

6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.
(Currently maintained lists and registers only.)

7 The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
(Current information only.)

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 and time frame given in the Freedom of Information Act.

GUIDE TO INFORMATION

Information to be published	How the information can be obtained	Cost
PLEASE NOTE: ONLY ONE REQUEST PER HOUSEHOLD		
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website / Hard copy	Hard copies: 10p per sheet
Contact details for Parish Clerk/Responsible Finance Officer, Deputy Clerk and Council members	Website / Hard copy	Hard copies: 10p per sheet
Location of main Council office and accessibility details	Website	Hard copies: 10p per sheet
Class 2 – What we spend and how we spend it		
Annual Governance and Accountability Return and External Auditor Report	Website / Hard copy	Hard copies: 10p per sheet
Parish Budget and Precept	Website / Hard copy	Hard copies: 10p per sheet
Statement of Internal Control	Website / Hard copy	Hard copies: 10p per sheet
Financial Regulations	Website / Hard copy	Hard copies: 10p per sheet
Grant Policy	Website / Hard copy	Hard copies: 10p per sheet
Grants given and received	Available on request	Hard copies: 10p per sheet
List of current contracts awarded and value of contract	Available on request	Hard copies: 10p per sheet
Members' allowances and expenses	Available on request	Hard copies: 10p per sheet
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish (<i>Planned for 2021</i>)		
Neighbourhood Plan (<i>draft - work in progress</i>)	Website / Hard copy	Hard copies: 10p per sheet
Emergency Plan (<i>draft - work in progress</i>)	Website / Hard copy	Hard copies: 10p per sheet
Finger Post Project (<i>work in progress</i>)	Available on request	Hard copies: 10p per sheet
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Hard copy	Hard copies: 10p per sheet
Agendas of meetings (as above)	Website / Hard copy	Hard copies: 10p per sheet
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as confidential to the meeting.	Website / Hard copy	Hard copies: 10p per sheet
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as confidential to the meeting.	Available on request	Hard copies: 10p per sheet
Responses to consultation papers	Available on request	Hard copies: 10p per sheet

Responses to planning applications (<i>via minutes of planning meetings</i>)	Website / Hard copy	Hard copies: 10p per sheet
Class 5 – Our policies and procedures		
<u>Policies and procedures for the conduct of council business:</u> Procedural Standing Orders Committee Terms of Reference – Asset Management, Finance & Scrutiny, Planning, Staffing Sub-Committee Terms of Reference (<i>currently no sub-committees</i>) Delegated authority in respect of officers (in Standing Orders and Financial Regulations) Code of Conduct	Website / Hard copy Website / Hard copy Website / Hard copy Website / Hard copy	ALL POLICIES & PROCEDURES DOCUMENTS: Hard copies: 10p per sheet
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Health & Safety Policy (<i>not applicable, less than 5 employees; risk assessments adequate</i>) Equal Opportunities Policy (<i>currently not available - deferred by full council 05 June 19</i>) Complaints Procedures (<i>draft - work in progress</i>) Discipline Policy (<i>currently not available - deferred by full council 05 June 19</i>) Grievance Policy (<i>currently not available - deferred by full council 05 June 19</i>)		
Data Protection Policy – including Freedom of Information requests	Website / Hard copy	Hard copies: 10p per sheet
Social Media & Electronic Communication Policy	Website / Hard copy	Hard copies: 10p per sheet
Press and Media Policy (<i>adopted at full council 05 June 19</i>)	Website / Hard copy	Hard copies: 10p per sheet
Retention and Disposal of Documents	Website / Hard copy	Hard copies: 10p per sheet
Publication Scheme, Guide to Information and Schedule of Charges for the publication of information	Website / Hard copy	Hard copies: 10p per sheet
Class 6 – Lists and Registers		
Asset Register	Website / Hard copy	Hard copies: 10p per sheet
Risk Register and Policy Statement	Website / Hard copy	Hard copies: 10p per sheet
Register of Members' Interests	Website / Hard copy	Hard copies: 10p per sheet
Register of Gifts and Hospitality (<i>currently no register</i>)		Hard copies: 10p per sheet
Class 7 – The services we offer		
Allotments	Website / Hard copy	Hard copies: 10p per sheet
Closed churchyards – annual grass collection for East Horrington	N/A	Hard copies: 10p per sheet
Playing fields and recreation grounds	See Asset Register Website / Hard copy	Hard copies: 10p per sheet
Bus shelters	See Asset Register Website / Hard copy	Hard copies: 10p per sheet
Dog bins, grit bins, litter bins	See Asset Register Website / Hard copy	Hard copies: 10p per sheet

Notice boards, phone boxes	See Asset Register Website / Hard copy	Hard copies: 10p per sheet
Water pumps	See Asset Register Website / Hard copy	Hard copies: 10p per sheet
Additional Information		
<u>Parish Guides:</u> Lost and Stray Dogs Commenting on a Planning Application Reporting Problems on Roads Stopping Vehicles Speeding through Villages (<i>draft - work in progress</i>) Stopping Fly-Tipping House and Garden Property Boundaries Overhanging Trees and Hedges on Property Boundaries Rivers & Flooding	Website / Hard copy Website / Hard copy Website / Hard copy Website / Hard copy Website / Hard copy Website / Hard copy Website / Hard copy	ALL PARISH GUIDES Hard copies: 10p per sheet
Current vacancies	Website and/or local press	N/A

SCHEDULE OF FEES

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*
	Photocopying @ 40p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*
Statutory Fee	Statutory fees may be incurred from other bodies whose information is not within the remit of St Cuthbert (Out) Parish Council (for example, Planning Documents)	

* the actual cost incurred by the public authority