

Scarcliffe Parish Council

Freedom of Information Policy 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 classification 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.

Scarcliffe Parish Council

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 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 informatio

Scarcliffe Parish Council

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.

Scarcliffe Parish Council

Information available from Scarcliffe Parish Council under the model publication scheme

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Appendix A lists the information we publish.

Most information will be available free on the Council Website:

www.scarcliffeparishcouncil.org.

Other information may be requested as a hard copy and will be priced at 10p per page, plus the cost of 2nd Class Royal Mail postage.

Statutory Fee: £450 limit, based on 18 hours @£25 per hour

Contact:

Clerk to Scarcliffe Parish Council, The Villa, Wood Lane, Scarcliffe, Chesterfield S44 6TF

Email - scarcliffeparishcouncil@hotmail.co.uk

Scarcliffe Parish Council

Appendix A: Information we publish
Class1 - Who we are and what we do: (Organisational information, structures, locations and contacts)
Who's who on the Council and its Committees.
Contact details for Parish Clerk and Council members (named contacts, where possible with telephone number and email address (if used))
Location of main Council office and accessibility details
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
Finalised budget
Precept
Borrowing Approval Letter
Financial Standing Orders and Regulations
Grants given and received
List of current contracts awarded and value of contract
Members' allowances and expenses
Class 3 – What our priorities are and how we are doing: (Strategies and plans, performance indicators, audits, inspections and reviews)
Parish Plan
Annual Report to Parish or Community Meeting (current and previous <u>year as a minimum</u>)
Quality Status
Class 4 – How we make decisions (Decision making processes and records of decisions)
(Decision making processes and records of decisions)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)
Agendas of meetings
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.
Responses to consultation papers

Scarcliffe Parish Council

Responses to planning applications
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:
Procedural standing orders
Committee and sub-committee terms of reference
Delegated authority in respect of officers
Code of Conduct
Policies and procedures for the provision of services and about the employment of staff:
Internal instructions to staff and policies relating to the delivery of services.
Equality and diversity policy
Health and safety policy
Recruitment policies (including current vacancies)
Complaints procedures
Freedom of Information Policy
Dignity at Work Policy
Safeguarding
Vexatious Complaints
Member Officer Protocol
Social Media Policy
Policies and procedures for handling requests for information
Information security policy
Records management policy (records retention, destruction and archive)
Data protection policies
Schedule of charges (for the publication of information)
Class 6 – Lists and Registers (Currently maintained lists and registers only)
Assets register
Disclosure Log
Register of Members Interests
Register of gifts and hospitality

Scarcliffe Parish Council

Class 7 – The services we offer.

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Village Hall

Parks, playing fields and recreational facilities

Seating, litter bins, clocks, memorials and lighting

Bus Shelters

Allotments

Adopted

Signed **(Chair)**

Signed **(Clerk)**

Review Date