

# **PULBOROUGH PARISH COUNCIL**

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## **FREEDOM OF INFORMATION ACT**

### **PUBLICATION SCHEME**

**ADOPTED 27 NOVEMBER 2008**

**Reviewed 23rd June 2016**

# PULBOROUGH PARISH COUNCIL

## FREEDOM OF INFORMATION ACT

### PUBLICATION SCHEME

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#### 1. 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 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, which should be adopted and operated, by all public authorities from 1 January 2009. Pulborough Parish Council adopted the generic model publication scheme at its Council meeting on 27 November 2008. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes 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 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.

## The Council's Commitment to the Act

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by personal visits to the Parish Office where much of the information can be viewed free of charge. Occasionally it may be necessary to book an appointment.

## **2. 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 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 manual 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 actively 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 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 the 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 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 that may be made for Information published under this scheme

The purpose of this scheme is to make 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 that 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 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.

### **2. INFORMATION AVAILABLE FROM PULBOROUGH PARISH COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME**

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts (This will be current information only)	website or hard copy	free 10p per A4 sheet
Who's who on the Council and its Committees	website or hard copy	free 10p per A4 sheet
Contact details for Parish Clerk and Council members	website or hard copy	free 10p per A4 sheet
Location of Parish Council office and accessibility details	website or hard copy	free 10p per A4 sheet
Staffing structure	hard copy	10p per A4 sheet
<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. (Current and previous financial year as a minimum)	hard copy	10p per A4 sheet
Annual return form and report by auditor	website or hard copy	Free 10p per A4 sheet
Finalised budget	hard copy	10p per A4 sheet
Precept	Annual Parish Report hard copy	Free and/or 10p per A4 sheet
Borrowing Approval letter	hard copy (if applicable)	10p per A4 sheet
Financial Standing Orders and Regulations	hard copy	10p per A4 sheet
Grants given and received	Website/ Annual Parish Report/	Free and/or 10p per A4 sheet

	hard copy	
List of current contracts awarded and value of contract	hard copy	10p per A4 sheet
Members' allowances and expenses	Annual Parish Report/ hard copy	Free and/or 10p per A4 sheet
Payments in excess of £500	website or hard copy	Free 10p per A4 sheet

<b>Class 3 - What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews	website or hard copy	free 10p per A4 sheet
Parish Plan - Pulborough into the future	website or hard copy	free 10p per A4 sheet
Annual Report to Parish Council	website or hard copy	free 10p per A4 sheet
Quality status	hard copy	10p per A4 sheet
Local charters drawn up with Horsham District Council and West Sussex County Council drawn up in accordance with DCLG guidelines	hard copy	10p per A4 sheet
<b>Class 4 - How we make decisions</b>		
Decision making processes and records of decisions	website or hard copy	free 10p per A4 sheet
Timetable of meetings (Council, committee & sub-committee meetings and Annual Parish Meeting)	website or hard copy	free 10p per A4 sheet
Agendas of meetings (As above)	website or hard copy	free 10p per A4 sheet
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	website or hard copy	free 10p per A4 sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	hard copy	10p per A4 sheet
Responses to consultation papers	hard copy	10p per A4 sheet
Responses to planning applications	website hard copy	free 10p per A4 sheet
Byelaws	hard copy	10p per A4 sheet

<b>Class 5 - Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities	website hard copy	free 10p per A4 sheet
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	hard copy hard copy hard copy website/hard copy	10p per A4 sheet 10p per A4 sheet 10p per A4 sheet free/10p per A4 sheet
Policy statements	hard copy	10p per A4 sheet
Policies and procedures for the provision of services and about employment of staff: Internal policies relating to delivery of services Equality and diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	hard copy hard copy hard copy hard copy website/hard copy	10p per A4 sheet 10p per A4 sheet 10p per A4 sheet 10p per A4 sheet free/10p per A4 sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	website/hard copy	free/10p per A4 sheet
Information security policy	hard copy	10p per A4 sheet
Records management policies (record retention, destruction, archive)	hard copy	10p per A4 sheet
Data protection policies	hard copy	10p per A4 sheet
Schedule of charges for the publication of information	website or hard copy	free 10p per A4 sheet



<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only	website or hard copy; some information may only be available by inspection	free 10p per A4 sheet
Any publicly available register or list	hard copy	10p per A4 sheet
Assets register	hard copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice but may not be held by parish councils)	hard copy	10p per A4 sheet
Register of members' interests	website or hard copy	free 10p per A4 sheet
Register of gifts and hospitality	website or hard copy	free 10p per A4 sheet
<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)	website or hard copy; some information may only be available by inspection	free 10p per A4 sheet
Allotments - plans, standard tenancy agreements	hard copy	10p per A4 sheet
Community Centres	hard copy	10p per A4 sheet
Parks, playing fields and recreational facilities	hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	hard copy	10p per A4 sheet
Bus shelters	hard copy	10p per A4 sheet
Agency agreements	hard copy	10p per A4 sheet
Village Guide, Village Map, Village Newsletter	hard copy	free
A summary of services for which the council is entitled to recover a fee, together with those fees	website/hard copy	free

#### 4. CONTACT DETAILS

Website Address: [www.pulboroughparishcouncil.gov.uk](http://www.pulboroughparishcouncil.gov.uk)

Requests for hard copies can be made to The Clerk  
Pulborough Parish Council  
Swan View  
Lower Street  
Pulborough  
West Sussex  
RH20 2BF

Email: [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

Tel: 01798 873532

#### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black and white)	Actual cost
	Photocopying @ 12p per A3 sheet	Actual cost
	Postage	Actual cost Royal Mail 2 <sup>nd</sup> class
<b>Freedom of Information Request</b>	For information that costs public bodies less than £450 to retrieve and collate, there will be no charge. This is roughly equivalent to two and a half days work, for free.	

## 5. COMPLAINTS PROCEDURES

The Council would normally expect a named officer to understand what information you have requested and be able to tell you where you can find it. If the information you receive is not what you requested or need, you should first contact the named officer. If the information you have requested is not available, the named officer will tell you why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it on a satisfactory basis, you should follow our complaints procedure. You can get details from Pulborough Parish Council, Swan View, Lower Street, Pulborough RH20 2BF, telephone 01798 873532 or email [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk).

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask for the matter to be investigated.