

Model Publication Scheme, from the ICO, adopted by the council on the 24<sup>th</sup> April 2018, reviewed annually by Council in June.

## Model Publication Scheme

### Freedom of Information Act

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.
- 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

### Information available from Colne Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do.</b> Organisational information, structures, locations and contacts, constitutional and legal governance.</p> <p>This will be current information only.</p>	All available information mentioned below can be obtained from the Parish Clerk by email, post, in person by way of an appointment or downloaded from the Parish Council website address: colneparishcouncil.org.uk -	Website – Free  Hard copy - 30p per single side.  P&P at 2 <sup>nd</sup> class rate
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members, (named contacts where possible with telephone number and email address (if used))	Website and Noticeboard	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	Website or Hard copy	Hard copy – 30p per single side.
Annual return form and report by auditor	Website or Hard copy	Free or £1 per copy
Finalised budget	Website or Hard copy	Free or 30p per single side.
Precept	Stated in Parish Council minutes	Website
Standing Orders and Financial Regulations	Website or Hard copy	Free or 30p per single side.
List of current contracts awarded and value of contract	Hard copy	30p per single side.
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	Stated in Parish Council minutes Website or Hard copy	Free or 30p per single side.
Parish Plan (current and previous year as a minimum)	The Parish Council does not have a Parish Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard copy	Free or 30p per single side.
Quality status	Not achieved at the moment	

Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous Council year as a minimum	Parish Council Standing Orders Website or Hard copy	Free or 30p per single side.
Timetable of meetings (Council and any committee/sub-committee meetings and Parish meetings)	Website or Hard copy	Free or 30p per single side.
Agendas of meetings	Website or noticeboards Hard copy at meeting	Free or 30p per single side.
Minutes of meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Can be viewed on Parish Council noticeboards or the Website	Free or 30p per single side.
Reports presented to Council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Detailed in Parish Council minutes Website or Hard copy	Free or 30p per single side.
Responses to consultation papers	Detailed in Parish Council minutes Website or Hard copy	Free or 30p per single side.
Responses to planning applications	Detailed in Parish Council minutes Website or Hard copy	Free or 30p per single side.
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or Hard copy	Free or 30p per single side.
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website or Hard copy	Free or 30p per single side.

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality, Health and safety, Training and development and pension policies.</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) and a Risk Management Scheme.</p>	Website or Hard copy	Free or 30p per single side.
Information security policy	Website or Hard copy	Free or 30p per single side.
Data Protection policy	In line with the Data Protection Act. Hard copy	30p per single side.
Records management policies (records retention, destruction and archive)	Hard copy	30p per single side.
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Some information may only be available by inspection</p> <p>Website or hard copy</p>	Free or 30p per single side.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard copy	30p per single side.
Register of members' interests	Website	Free
Register of gifts and hospitality	The Parish Council does not operate this	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Some information may only be available by inspection</p> <p>Website or Hard copy</p>	Free or 30p per single side.
Allotments	Available for inspection	
Village hall	Available for inspection	
Playing field and recreational facilities	Available for inspection	
Seating, litter bins, memorial and lighting	List available for inspection	
Bus shelters	List available for inspection	
<b>Additional Information</b>		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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### Schedule of Charges

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/printing @ 30p per sheet (Black & White) Postage actual cost of Royal Mail standard 2nd class	Actual cost *
Statutory Fee	£25 per hour up to a maximum of 18 hours	In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/324

\* the actual cost incurred by the public authority

### Contact details of Colne Parish Council Clerk:

**Mrs Karen Parsons, Virginia House, High Street, Colne, PE28 3ND.**

**01487 840289**

**clerk@colneparishcouncil.org.uk**

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 of the Freedom of Information Act.