

Freedom of Information Act 2000

Model publication scheme 1 January 2009

Colwall Parish Council has adopted this model without modification on 28th January 2009

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.

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 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 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.

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.

Information available from Colwall Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
	Hard copy – contact the Clerk	20p/ sheet
Contact details for Parish Clerk and Council members	Website	Free
	Hard copy – contact the Clerk	20p/ sheet
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) Limited to the last financial year	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – contact the Clerk	20p/ sheet
Finalised budget	Hard copy – contact the Clerk	20p/ sheet

Precept	Hard copy – contact the Clerk	20p/ sheet
Financial Standing Orders and Regulations	Hard copy – contact the Clerk	20p/ sheet
Grants given and received	Hard copy – contact the Clerk	20p/ sheet

Class 3 – What our priorities are and how we are doing (hard copy or website)

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)	Website	Free
	Hard copy – contact the Clerk	20p/ sheet
Annual Report to Parish or Community Meeting (current and previous year)	Website (current year only)	Free
	Hard copy – contact the Clerk	20p/ sheet

Class 4 – How we make decisions (hard copy or website)

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact the Clerk	20p/ sheet
Agendas of meetings.	Website	Free
	Hard copy – contact the Clerk	20p/ sheet
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy – contact the Clerk	20p/ sheet
Responses to planning applications –	Hard copy – contact the Clerk	20p/ sheet
Exclusions - Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps		sheet

all of which are available from the local planning and/or highway authority respectively.

Class 5 – Our policies and procedures

(hard copy or website)

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Policies and procedures for the conduct of council business: Hard copy – contact the Clerk 20p/
Procedural standing orders sheet

Committee and sub-committee terms of reference

Delegated authority in respect of officers

Code of Conduct

Policy statements

Policies and procedures for the provision of services and about the employment of staff: Hard copy – contact the Clerk 20p/
sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)

Class 6 – Lists and Registers

(hard copy or some information may only be available by inspection) 20p/
sheet

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

Assets Register

Register of members' interests

Register of gifts and hospitality

Class 7 – The services we offer

(hard copy or some information may only be available by inspection)

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

Current information only

Contact details:

Karen Davis

Clerk to Colwall Parish Council

01531 650542

Email cpcclerk@colwall.org.uk

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 @ 20p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation.

Other

Exclusions - all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged