FORDHAM PARISH COUNCIL

MODEL PUBLICATION SCHEME

The method by which information published under this scheme will be made available

1 The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

2 Information will be provided on the Parish Council's 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, the Parish Council will indicate how information can be obtained by other means and provide it by those means.

3 In exceptional circumstances some information may be available only be 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.

4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.

5 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.

6 Charges may be made for information published under this scheme.

7 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 Parish Council for routinely published material will be justified and transparent and kept to a minimum.

8 Material which is published and accessed on a website will be provided free of charge.

9 Charges will be made for information subject to a charging regime specified by Parliament.
Charges will be made for actual disbursements incurred such as:-

Photocopying
Postage & Packing
The costs directly incurred as a result of viewing information, or as a result of preparing information in a non-standard format or a different format to that held by the Parish Council.

10 Charges will also be made for information provided under this scheme where they are legally authorized, they are in all the circumstances, including the general principles of the right to 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.

11 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of information.

Fordham Parish Council is expected to make the information in this definition document available unless:

It does not hold the information;
The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
The information is archived, out of date or otherwise inaccessible; or,
It would be impractical or resource-intensive to prepare the material for routine release.

Written Requests

Information held by the Parish Council that is not published under this scheme can be requested in writing, when is provision will be considered in accordance with the provisions of the Freedom of Information Act.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST	
Class 1 – Who we are and what we do. (Organizational information, structures, locations and contacts)			
N.B. Councils should already be publishing as much information as possible about how they can be contacted			
Who's who on the Council and it's 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		
Location of main Council office and accessibility details	No Office facility		
Staffing structure	Parish Clerk/RFO only		
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)	Hard Copy or Website		
Current and previous financial year as a minimum			
Annual Return form and report by Auditor	Website Hard Copy	Free £1 per copy	
Finalized Budget	Website Hard Copy	Free 10p per sheet	

Precept	Website	Free	
Borrowing Approval Letter	N/A		
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet	
Grants given and received	Website Hard Copy	Free 10p per sheet	
List of Current Contracts awarded and value of Contract	Hard Copy	10p per sheet	
Members' Allowances and Expenses	Hard Copy	10p per sheet	
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews)			
Current and previous year as a minimum			
Parish Plan	N/A		
Annual Report to Parish	Website Hard Copy	Free 10p per sheet	
Quality Status	N/A		
Local Charters drawn up in accordance with DCLG guidelines	N/A		

Class 4 – How we make decisions (Decision making processes and records of decisions)			
Current and previous year as a minimum			
Timetable of Meetings (Council and Parish Meetings)	Website Hard Copy	Free 10p per sheet	
Agendas of Meetings (as above)	Website Noticeboard Hard Copy at meeting	Free Free	
Minutes of Meetings (as above) (this will exclude information that is properly regarded as private to the meeting)	Website Hard Copy	Free Free	
Reports presented to Council Meetings (this will exclude information that is properly regarded as private to the meeting)	Website	Free	
Responses to consultation papers	Website Hard Copy	Free 10p per sheet	
Responses to Planning Applications	Website (minutes) Hard copy	Free 10p per sheet	
Bye-laws	N/A		

Class 5 – Our Policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)			
Current Information only			
Policies and procedures for conducting of Council business	Website Hard Copy	Free 10p per sheet	
Procedural Standing Orders	Website Hard Copy	Free 10p per copy	
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	10p per sheet	
Internal instructions to staff and policies relating to the delivery of services.			
Equality & Diversity policy			
Health & Safety Policy			
Recruitment Policy (including current vacancies)			

Policies and procedures for handling requests for information			
Complaints procedures (including those covering requests for information and operating the publication scheme			
Records management policies (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)			
Any publicly available register or list (if any are held this should be publicized; in most circumstances existing access provisions will suffice)			
Asset Register	Hard Copy	10p per sheet	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held with Parish Council)	N/A		
Register of Members' Interests	Link to ECDC Website	Free	
Register of Gifts and Hospitality	Link to ECDC Website	Free	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)			
Current Information only			
Allotments	Hard Copy	10p per sheet	
Burial Grounds and Closed Churchyards	Hard Copy	10p per sheet	
Pavillion			
Parks, Playing fields and recreational facilities	Hard Copy	10p per sheet	
Seating, litter bins, clocks, memorials and lighting			
Bus Shelters			
Markets	N/A		
Public Conveniences			
Agency Agreements			
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A		

Additional Information

This will provide Councils with the opportunity to publish information that is not itemized in the lists above.

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
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white copy) Postage – actual cost of Royal Mail standard 2nd class **Basis of Charge** – Actual Cost (the actual cost incurred by the public authority
Statutory Fee	£25 per hour up to a maximum of 18 hours **Basis of Charge** – In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulation 2004/324

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