



## Guide to Freedom of Information Act: New Model Publication Scheme for Town & Parish Councils

### Information available from South Stoke Parish Council under the model publication scheme

The model publication scheme is reproduced at the end of this schedule. Note also that hardcopy documents may be viewed at no cost by prior arrangement with The Clerk. If hardcopies are required a charge will be made to cover costs and is detailed in the Schedule of Charges below.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hardcopy	Free See Below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hardcopy	Free See Below
Location of main Council office and accessibility details		
Staffing structure		

<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)	(hard copy and/or website)	
Current and previous financial year as a minimum	Website Hardcopy	Free See Below
Annual return form and report by auditor	Website Hardcopy	Free See Below
Finalised budget	Website Hardcopy	Free See Below
Precept	Details from SODC	As per SODC
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website Hardcopy	Free See Below
Grants given and received	Part of budget	
List of current contracts awarded and value of contract	Website Hardcopy	Free See Below
Members' allowances and expenses	Part of income & expenditure	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hardcopy	Free See Below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hardcopy	Free See Below
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Part of Minutes of Meetings	Free
Agendas of meetings (as above)	Website Hardcopy Copies are posted on the Village Notice Board at least three clear days in advance of meetings	Free See Below Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free See Below
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website See Minutes page of web site Hardcopy	Free See Below
Responses to consultation papers		See Below
Responses to planning applications	Hardcopy Via SODC Web site	See Below As per SODC
<del>Bye-laws</del>		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p>	Website Hardcopy	Free See Below

<del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: <del>Internal policies relating to the delivery of services</del> Equality and diversity policy <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information	Website Hardcopy	Free See Below
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy	Free See Below
Information security policy	Website Hardcopy	Free See Below
<del>Records management policies (records retention, destruction and archive)</del>		
Data protection policies	Website Hardcopy	Free See Below
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Website Hardcopy	Free See Below
Register of members' interests	SODC website Hardcopy only	Free See Below
Register of gifts and hospitality	Hardcopy only	See Below

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and Village hall</del>	Part of minutes of meetings	
Parks, playing fields and recreational facilities	Part of minutes of meetings	
Seating, litter bins, clocks, memorials and lighting	Part of minutes of meetings	
Bus shelters	Part of minutes of meetings	
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Risk Register	Website Hardcopy	Free See Below

## Contact details:

**The Clerk  
South Stoke Parish Council  
13 Wallingford Road  
South Stoke  
Reading  
RG8 0JD**

## Schedule of Charges:

This describes how the charges have been arrived at and should be published as part of the guide.

Note that documents may be viewed on the web site at no cost. Documents may also be viewed at no cost by prior arrangement with the Clerk but if copies are required, a charge will be made to cover costs as per the following schedule.

<b>TYPE OF CHARGE</b>	<b>CHARGE</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 4p per sheet (black & white)	Actual cost is based on printer cartridge @ £18 printing 700 pages, plus paper at £5 for 500 sheets. 3.6p cost
	Photocopying @ 5p per sheet (colour)	Actual cost is based on printer cartridge @ £19 printing 400 pages, plus paper at £5 for 500 sheets. 4.75p cost
	Actual cost of Royal Mail standard 2 <sup>nd</sup> class	
<b>Statutory Fee</b>	Actual cost, if any	In accordance with the relevant legislation charged at cost, if any fee is due

# The Information Commissioner's Model Publication Scheme

## Introduction

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.

Review date.....22 March 2021