

Chedworth Parish Council
Freedom of Information Act
Publication Scheme
Adopted November 2009

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 Information Commissioner's Office at 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. Chedworth Parish Council adopted the generic model publication scheme at their Council Meeting on 16th November 2009. 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 can 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 the website, via the telephone and by post. Should anyone require a personal visit to view information, an appointment will be necessary.

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 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 from 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 CHEDWORTH PARISH COUNCIL

UNDER THE MODEL PUBLICATION SCHEME.

The Parish Council website address is www.chedworth.org.uk/parish-council

PLEASE CONTACT THE CLERK IF YOU DO NOT HAVE INTERNET ACCESS.

Clerk to the Parish Council: Mrs Elizabeth Broad, Brookvale, Chedworth, Cheltenham, Glos GL54 4AB

Telephone: 01285 720313

Email: parishcouncil@chedworth.org.uk

Schedule of charges:

- **Provision of hard copy @ 10p per A4 black & white sheet based on actual cost to Parish Council**
- **Postage based on actual cost of Royal Mail standard 2nd class to Parish Council**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are		
Who's who on the Council	Website	
Contact details for Parish Clerk and Council members	Website	

Class 2 – What we spend and how we spend it		
Annual return form and report by internal and external auditors	Hard copy – contact Clerk	10p per A4 page
Audit timetable	Village Hall notice board	
Notice of completion of audit	Village Hall notice board	
Finalised budget	Hard copy – contact Clerk January minutes (website)	10p per A4 page
Precept	Hard copy – contact Clerk January minutes (website)	10p per A4 page
Financial Standing Orders and Regulations	Hard copy – contact Clerk Website	10p per A4 page
Grants given and received	Hard copy – contact Clerk Minutes (website etc)	10p per A4 page
Value of current grasscutting contract	Hard copy – contact Clerk	10p per A4 page

Class 3 – What our priorities are and how we are doing		
Parish Plan (published March 2008)	Website	
Annual Report to Parish Meeting	Website	
Signatory to Gloucestershire Charter	Hard copy – contact Clerk	10p per A4 page

Class 4 – How we make decisions		
Timetable of Parish Council meetings	Website	
Notice of monthly meetings	All notice boards	
Agendas of meetings	Website	
Minutes of meetings	Website Village Hall foyer Hard copy – contact Clerk	10p per A4 page

Reports presented to council meetings	Hard copy – contact Clerk	10p per A4 page
Responses to consultation papers	Hard copy – contact Clerk	10p per A4 page
Responses to planning applications	Hard copy – contact Clerk Minutes (website etc)	10p per A4 page

Class 5 – Our policies and procedures		
Procedural standing orders	Website Hard copy – contact Clerk	10p per A4 sheet
Code of Conduct	Hard copy – contact Clerk	10p per A4 sheet
Policies and procedures for handling requests for information	Website Hard copy – contact Clerk	10p per A4 page
Records management policies (records retention, destruction and archive)	Contact Clerk	

Class 6 – Lists and Registers		
Assets Register	Hard copy – contact Clerk	10p per A4 page
Register of members' interests	Hard copy – contact Clerk	10p per A4 page

Class 7 – The services we offer		
Playing field/ recreational facilities	Contact Clerk	
Seating, memorial trees and notice boards	Contact Clerk	
Summary of services for which the council is entitled to recover a fee: Hire of Football Field Rent of Grass Keep Field Rent of land to H&V LTC	Hard copy – contact Clerk	10p per A4 page