

St Dennis Parish Council

ADOPTED BY COUNCIL

Date to be inserted (20?? review)

Model Publication Scheme

MODEL PUBLICATION SCHEME

1. 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.
2. 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.
3. 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.

4. **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.

5. 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.

6. 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.

7. 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.

Act Model Publication Scheme.

| Information to be published | How the information can be obtained. |
|---|---|
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> | <p>(Hard Copy and/or website) www.stdennisparishcouncil.org.uk</p> <p>A schedule of charges can be found below.</p> |
| <p>List of Council members and their responsibilities as well a list of Council Committees.</p> <p>Details of any representation on local public bodies</p> | <p>Website or hard copy</p> |
| <p>Postal and email address.</p> <p>Contact details for Parish Clerk and Council members. Where possible, provide named contacts including contact phone numbers and email addresses</p> | <p>Website or hard copy</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Website or hard copy</p> |
| <p>Staffing structure</p> | <p>Website or hard copy</p> |
| <p>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)</p> <p>Current and previous financial year as a minimum</p> | <p>(Hard Copy and/or website) www.stdennisparishcouncil.org.uk</p> <p>A schedule of charges can be found below.</p> |
| <p>Annual Return Form and report by Auditor</p> | <p>Website or hard copy</p> |
| <p>Finalised Budget & Budget Monitoring Reports</p> | <p>Website or hard copy</p> |
| <p>Precept</p> | <p>Website or hard copy</p> |
| <p>Borrowing Approval Letter</p> | <p>N/A</p> |
| <p>Standing Orders & Financial Regulations</p> | <p>Website or hard copy</p> |
| <p>Grants given & received</p> | <p>Website or hard copy</p> |
| <p>List of current contracts awarded and value of contract</p> | <p>Website or hard copy</p> |
| <p>Members allowances and expenses.</p> | <p>Website or hard copy</p> |
| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> | <p>(Hard Copy and/or website) www.stdennisparishcouncil.org.uk</p> <p>A schedule of charges can be found below.</p> |
| <p>Parish Plan (current & previous years)</p> | <p>Hard Copy</p> |
| <p>Annual Report to Parish or Community Meeting (current & previous years)</p> | <p>Website or hard copy</p> |
| <p>Quality Status</p> | <p>N/A</p> |
| <p>Local Charters drawn up in accordance with DLUHC's Guidance</p> | <p>N/A</p> |
| <p>Data Protection impact assessments (in full or summary format) or any other type of impact assessment (eg Health & Safety impact)</p> | <p>Website or hard copy</p> |

| | |
|--|---|
| assessment, equality impact assessment etc), as appropriate and relevant | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (Hard Copy and/or website) www.stdennisparishcouncil.org.uk A schedule of charges can be found below. |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website or hard copy |
| Agendas of meetings (as above) | Website or hard copy |
| Minutes of meetings (as above) – N.B This excludes information that is properly regarded as private to the meeting | Website or hard copy |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website or hard copy |
| Responses to consultation papers | Website or hard copy |
| Responses to planning applications | Website or hard copy |
| Bye-laws | Hard Copy |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (Hard Copy and/or website) www.stdennisparishcouncil.org.uk A schedule of charges can be found below. |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Website or hard copy |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Website or hard copy |
| Information security policy | Website or hard copy |
| Records management policies (records retention, destruction and archive) | Hard copy |
| Data protection policies | Website or hard copy |
| Schedule of charges (for the publication of information) | Website or hard copy |

| | |
|--|---|
| Data Sharing and CCTV usage policies | Website or hard copy |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (Hard Copy and/or website) www.stdennisparishcouncil.org.uk A schedule of charges can be found below. |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | N/A |
| Assets Register | Website or hard copy |
| Disclosure log (indicating the information that has been provided in response to FOI and EIR requests; recommended as good practice, but may not be held by parish councils) | N/A |
| Register of members' interests | Website or hard copy |
| Register of gifts and hospitality | By Inspection only |
| 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 | (hard copy or website; some information may only be available by inspection) |
| Allotments | N/A |
| Burial grounds and closed churchyards | Website or hard copy |
| Community centres and village halls | N/A |
| Parks, playing fields and recreational facilities | Website or hard copy |
| Seating, litter bins, clocks, memorials and lighting | Website or hard copy |
| Bus shelters | Website or hard copy |
| Markets | N/A |
| Public conveniences | Website or hard copy |
| Agency agreements | Hard copy |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website or hard copy |
| Additional Information Information not itemised in the lists above | |

Schedule of Charges

| Type of charge | description | Basis of charge |
|---|--|---|
| Disbursement Cost | Photocopying @ 10p Per sheet (Black & White) | Actual cost 6p |
| | Photocopying @ 20p Per sheet (Colour) | Actual cost 12p |
| | Postage | Actual cost of Royal Mail standard 2 nd Class |
| | Website | Free |
| | Email | Free |
| Statutory Fee | In accordance with the relevant legislation Freedom of Information Act 2000, The Freedom of Information and Data Protection (Appropriate Limit & Fees) Regulations 2004 | £25 per hour up to a maximum of 18 hours |
| Supply of information not listed in publication scheme | £12 per hour for responding to requests for information not listed in the Councils Publication Scheme (minimum charge £12) | Cost of wages |

- Actual cost incurred by the public authority.

Contact details:

**Parish Clerk/RFO Lynn Clarke St Dennis Parish Council c/o The Claytawc Building, Fore St,
St Dennis, St Austell, PL26 8AF**

Telephone : 01726 821700

E mail : clerk@stdennisparishcouncil.org.uk

Website : www.stdennisparishcouncil.org.uk