Ryhall Parish Council

Model Publication Scheme (ICO Model)

Including: Information available under the Publication Scheme

and Accessing information not published under the scheme

(Freedom of Information Requests)

- How to submit requests
- How the council will respond
- Exemptions
- Fees
- Complaints

Date adopted:

Reviewed: Bi annually

Model publication scheme for bodies only covered for certain information

Freedom of Information Act

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.

Some bodies are public authorities only for part of their functions. For these bodies, this scheme covers only information about the functions for which the organisation is a public authority.

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.

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 Parish/Community Council 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.

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.

Upon clarification of a valid written request Ryhall Parish Council will respond in 20 working days. Information requested by post or hard copy and where a charge applies will only be released upon

payment of any charges incurred (see page 10 for a list of charges) Payment must be made within 10 working days of date of invoice. The 20 days starts when the invoice is paid by the person seeking information.

Ryhall Parish Council template of information held. If we do not hold some of the information listed below, we will mark is as N/A in the table.

Information to be published	**How the information can be obtained**	**Cost**
Class 1 - Who we are and what we do	Website	Free
(Organisational information, structures, locations and contacts)		
Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies		
Postal and email address		
Contact details for Parish Clerk and Council members	Website	Free
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it	Website	Free
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	n/a	

All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing	Website	Free
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	n/a	
Annual Report to Parish or Community Meeting	Website	Free
Quality status	n/a	
Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	Free
Class 4 – How we make decisions	Website	Free
(Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	n/a	
Bye-laws	n/a	
Class 5 – Our policies and procedures	Website	Free
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Free
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free
Class 6 – Lists and Registers	**(hard copy or website; some information may only be available by inspection)**	

Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	**Website**	**Free**
Assets register, including details of public land and building assets	**Website**	**Free**
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	**Website**	**Free**
Register of members' interests	**Website**	**Free**
Register of gifts and hospitality	**n/a**	
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**	**free**
Community centres and village halls	**n/a**	
Parks, playing fields and recreational facilities	**n/a**	
Seating, litter bins, clocks	**website**	**free**
Bus shelters	**website**	**free**
Markets	**n/a**	
Public conveniences	**n/a**	
Agency agreements	**n/a**	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	**Website**	**free**

Additional Information

Information not itemised 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.

Hard Copies of all paperwork is available at the following costs below:- **TYPE OF CHARGE**	**DESCRIPTION**	**BASIS OF CHARGE**
Disbursement cost	Photocopying @ ..p per sheet (black & white)	First 5 copies free then 25p per sheet
	Photocopying @ ..p per sheet (colour)	First 5 copies free then 35p per sheet
	Postage	Actual cost of Royal Mail standard 2nd class
	Statutory Fee	A charge of £25 per hour will be implemented should the estimated staff costs involved in locating and/or compiling the requested information exceed £450. An estimate of all charges to be implemented will be provided in advance and for agreement prior to any work commencing

Other