

Amcotts Parish Council Freedom of Information Act Publication Scheme

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Amcotts Parish Council adopted without modification the Model Publication Scheme prepared and approved by the Information Commissioner at the Parish Council meeting held on 7th September 2017 (to be reviewed annually) and is valid until further notice.

This publication scheme commits the Council 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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- 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 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 that has been requested, and any updated versions it holds, unless the Council 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

1 - Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2 - What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3 - What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

4 - How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5 - Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6 - Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

7 - 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 Amcotts Parish Council, 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, the Council 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.

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 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 Amcotts Parish Council under the model publication scheme

Amcotts Parish Council is open and transparent and will share all information that it is able and practicable to do so, with the table below indicating what information is available and how it can be obtained. The Clerk's contact details are provided at the end of this document. Inspection of documents in person is by prior mutual arrangement.

Information to be published	How the information can be obtained	Cost (excluding postage)
Class 1 - Who we are and what we do		
Contact details for the Parish Clerk/Responsible Finance Officer	Hard copy and/or email/website	10p per page/email & website free
List of Councillors and details of Outside Bodies memberships	Hard copy and/or email/website	10p per page/email & website free
Class 2 - What we spend and how we spend it		
Annual Return form and report by auditor	Hard copy and/or email/website	10p per page/email & website free
Finalised budget	Hard copy and/or email/website	10p per page/email & website free
Precept	Hard copy and/or email/website	10p per page/email & website free
Financial Standing Orders and Regulations	Hard copy and/or email/website	10p per page/email & website free
Grants given and received	Hard copy and/or email/website	10p per page/email & website free
List of current contracts awarded and value of contract	On request/email	10p per page/email free
Members' allowances and expenses	Hard copy and/or email/website	10p per page/email & website free
Transparency Code spending information	Hard copy and/or email/website	10p per page/email & website free

Class 3 - What our priorities are and how we are doing		
Parish Plan	Hard copy and/or email/website	10p per page/email & website free
Class 4 - How we make decisions		
Timetable of meetings	Hard copy and/or email/website	10p per page/email & website free
Agendas of meetings	Hard copy and/or email/website	10p per page/email & website free
Minutes of meetings (N.B. this will exclude information that is properly regarded as private or confidential)	Hard copy and/or email/website	10p per page/email & website free
Reports presented to council meetings (N.B. this will exclude information that is properly regarded as private or confidential)	Hard copy and/or email/website	10p per page/email & website free
Responses to consultation papers	On request/email	10p per page/email free
Responses to planning applications	On NLC website	free
Class 5 - Our policies and procedures (current information only)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> ● Procedural standing orders ● Code of conduct ● Financial standing orders and regulations ● Data protection policies (including records management policies on records retention, destruction and archive) 	Hard copy and/or email/website	10p per page/email & website free

Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedure (including those covering requests for information and operating the publication scheme) • Schedule of charges for the publication of information 	Hard copy and/or email/website	10p per page/email & website free
Class 6 - Lists and Registers (current information only)		
Asset Register	On request/email	10p per page/email free
Register of Members' interests	On NLC website	free
Register of gifts and hospitality	On request/email	10p per page/email & website free
Class 7 - The services we offer		
<ul style="list-style-type: none"> • Seating • Parish clock • Bus shelter 	Hard copy and/or email/website	10p per page/email & website free

Contact details

Chris Cowan, Parish Clerk and Responsible Finance Officer.

Phone: 07429 264938

Email: clerk@amcottsparish.co.uk

Website: www.amcottsparish.co.uk

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost incurred
	Photocopying/printing @ 20p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory fee	Time spent processing and providing information for requests	In accordance with current legislation this is calculated on the basis of £25 per hour. This will become chargeable when the time taken to respond to requests exceed 18 hours of work (i.e. £450).