

Langley with Hardley Parish Council

Freedom of Information Act

Document Control		
Review date	02 July 2019	Minute reference: 2019/07.19.09
Next review date	July 2021	Minute reference: TBC

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 assessed 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 Model publication scheme Model publication scheme Version 1.2 20151023 2 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. Model publication scheme Model publication scheme Version 1.2 20151023 3

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.

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.

Information available from Langley with Hardley Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Organisational information, structures, locations and contacts This will be current information only	Website Hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website Hard copy	Free 10p per A4 sheet

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p per A4 sheet
Staffing structure	Hard copy	10 p per A4 sheet
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) Current and previous year as a minimum	Hard copy	10p per A4 sheet
Annual return form and report by auditor	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Hard copy	10p per A4 sheet
Precept	Hard copy	10p per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given and received	Hard copy	10p per A4sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' allowances and expenses	Website Hard copy	Free 10p per A4 sheet
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	10p per A4 sheet
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per A4 sheet
Quality status	N/A	N/A
Class 4 – How we make decisions		
(Decision making process and records of decisions) Current and previous council year as a minimum	Website Hard copy	Free 10p per A\$ sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p per A4 sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website Hard copy	Free 10p per A4 sheet

Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only: Code of Conduct Complaints Policy & Procedure Dignity at Work, Bullying and Harassment Policy Equality & Diversity Policy Financial Regulations Freedom of Information Publication Scheme Health & Safety Policy Internal Control Risk Assessment & Management Policy SAM2 Sign Management Policy Standing Orders Training and Development Policy	Website Hard copy	Free 10p per A4 sheet
	Website Hard copy	Free 10p per A4 sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per A4 sheet
Class 6 – Lists and Registers		
Assets register	Website Hard copy	Free 10p per A4 sheet
Register of members' interests – available via South Norfolk Council website https://www.south-norfolk.gov.uk/sites/default/files/downloads/parish_councillor_register_of_interest_for_langley_with_hardley_parish_council_june_2019_1.pdf	South Norfolk Website Hard copy	Free 10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
Class 7 – The services we offer		
Community centres and village halls	Hard copy	10p per A4 sheet
Parks, playing fields and recreational facilities	Website Hard copy	Free 10p per A4 sheet
Seating, litter bins, memorials	Hard copy	10p per A4sheet
Additional Information		
Items of news and general interest	Website	Free
Members declaration of acceptance of office	Hard copy	10p per A4 sheet
Safety Inspection Records (RoSPA)	Website Hard copy	Free 10p per A4 sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Photocopying	£0.10 per sheet (black & white) £0.20 per sheet (colour)	Actual cost *
Delivery*	Royal Mail 2 nd class	Actual cost

*Delivery of hard copies will normally be by Royal Mail 2nd class post. Other options are available at additional cost.

Contact details:

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