Barlaston Parish Council Model Publication Scheme

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.

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 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 Barlaston Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	Free
List of Council members and their responsibilities as well a list of Council Committees	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Postal and email address	Website or	

Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Location of main Council office and accessibility details	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Staffing structure	Hard copy – contact the Clerk	50p per A4 sheet
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Finalised budget	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Precept	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Borrowing Approval letter	Not held	Not held
All items of expenditure above £100	Website (on minutes of the Parish Council meeting) or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Financial Standing Orders and Regulations	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Grants given and received	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
List of current contracts awarded and value of contract	Hard copy – Contact the Clerk	50p per A4 sheet

Members' allowances and expenses	Hard copy – Contact the Clerk	50p per A4 sheet
Class 3 – What our priorities are and how we are doing Barlaston Neighbourhood Plan	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Annual governance statement in format included in the Annual Return form	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Annual Report to Parish or Community Meeting	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Agendas of meetings (as above)	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy – Contact the Clerk	50p per A4 sheet
Responses to consultation papers (as part of minutes of meeting)	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Responses to planning applications	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Bye-laws	Hard Copy – Contact the Clerk	50p per A4 sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 – Contact the Clerk	Free or 50p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: • Policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of 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 – Contact the Clerk	Free or 50p per A4 sheet
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 or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet

Register of members' interests	Website	Free / 50p per A4 sheet
Register of gifts and hospitality	Website or Hard copy – Contact the Clerk	Free or 50p per A4 sheet
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	Inspection	
Parks, playing fields and recreational facilities	Inspection	
Seating, litter bins, clocks, memorials and lighting	Inspection	
Bus shelters	Inspection	
Agency agreements	Inspection	
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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	can be provided at a cost of £0.50 per black and white A4 sheet to cover staff costs and photocopying/paper charges.
	Postage	Actual cost of Royal Mail standard 2nd class
Other		