

## Information available from Fotherby Parish Council under the Model Publication Scheme

The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. Fotherby Parish Council has adopted the Model Publication Scheme which has been prepared and approved by the Information Commission at its extraordinary meeting held on 15<sup>th</sup> November 2018 Minute 2(i) and is valid until further notice. This document has been subsequently updated and agreed at the 4<sup>th</sup> March 2019 meeting to reflect further policies and information available.

The scheme sets out the Council's commitment to make certain classes of information routinely available to the public, such as policies and procedures, minutes of meetings, annual reports and financial information.

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 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 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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are 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 Council 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 the 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 either regulations made under section 11B of the Freedom of Information Act or other enactments.

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.

Fotherby Parish Council is happy to provide information and below is a table indicating what information is available and in which format. Please contact the Clerk (*see page 7 for details*), if you wish to obtain a printed hard copy. Inspection of records can be arranged via the Clerk.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Contact details for Parish Clerk and Council members	hard copy and/or website	5-10p per page/website free
List of Councillors	hard copy and/or website	5-10p per page/website free
<b>Class 2 – What we spend and how we spend it</b>		
Financial Information relating to projected and actual income and expenditure ( <i>including precept</i> )	hard copy and/or website	5-10p per page/website free
Annual return form and report by auditor	hard copy and/or website	5-10p per page/website free
Finalised budget	hard copy and/or website	5-10p per page/website free
Financial Standing Orders and Regulations	hard copy and/or website	5-10p per page/website free
List of current contracts awarded and value of contract	hard copy and/or website	5-10p per page/website free
List of assets	hard copy and/or website	5-10p per page/website free
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Magazine quarterly reports	hard copy and/or website	5-10p per page/website free
Risk Management document	hard copy and/or website	5-10p per page/website free
<b>Class 4 – How we make decisions</b>		
Timetable of Parish Council meetings	hard copy and/or website	5-10p per page/website free
Agendas of meetings ( <i>as above</i> )	hard copy and/or website	5-10p per page/website free
Minutes of meetings ( <i>as above</i> ) - this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	5-10p per page/website free
Reports and updates presented to council meetings – this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	5-10p per page/website free
Responses to consultation papers	On request	5-10p per page/email free
Responses to planning applications	ELDC website	Website free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business: Procedural Standing Orders Risk Management Document	hard copy and/or website	5-10p per page/website free



## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Cost of paper and ink
	Photocopying @ 10p per sheet (colour)	Cost of paper and ink
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Envelope	5p to 50p depending on size

**Fotherby Parish Council**

**To be reviewed July 2021**  
**Updated July 2019**  
(or earlier when additional information becomes available)

***Chairman of the Council***