

OTTERBOURNE PARISH COUNCIL

**MODEL PUBLICATION SCHEME
UNDER FREEDOM OF INFORMATION ACT 2000**

ADOPTED: Otterbourne Parish Council Meeting 16 May 2023

MODEL PUBLICATION SCHEME

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.

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.

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 April 2008.

Requests should be made to The Parish Clerk.

INFORMATION AVAILABLE FROM OTTERBOURNE PARISH COUNCIL

| Information to be published | How the information can be obtained | Cost |
|--|--|--|
| <p>Class 1 - Who we are and what we do. Organisational information, structures, locations and contacts This will be current information only.</p> | | |
| <p>Who's who on the Council and its Committees</p> | <p>Website and Email Paper copy</p> | <p>Free 15p a sheet</p> |
| <p>Contact details for Parish Clerk and Council members</p> | <p>Website and Email Paper copy</p> | <p>Free 15p a sheet</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Website and Email Paper copy</p> | <p>Free 15p a sheet</p> |
| <p>Staffing structure</p> | <p>Email Paper copy</p> | <p>Free 15p a sheet</p> |
| <p>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 financial year as a minimum.</p> | <p>How the information can be obtained</p> | <p>Cost</p> |
| <p>Annual return form and report by auditor Published on Notice Boards to meet the right for public inspection</p> | <p>Website and Email Paper copy</p> | <p>Free 15p a sheet</p> |

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| End of year accounts | Website and Email Paper copy | Free 15p a sheet |
| Finalised Budget and Precept | Email Paper copy | Free 15p a sheet |
| Borrowing Approval letter | None | |
| Standing Orders and Financial Regulations | Website and Email Paper copy | Free 15p a sheet |
| Grants given and received | Email Paper copy | Free 15p a sheet |
| List of current contracts awarded and value of contract | Email Paper Copy | Free 15p a sheet |
| Members' allowances and expenses | Email Paper copy | Free 15p a sheet |
| Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews. | How the information can be obtained | Cost |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website and Email Paper copy | Free 15p a sheet |
| Quality Status | None | |
| Parish Plan | Paper copy | Free |
| Village Design Statement | Website and Email Paper copy | Free Free |
| Parish Plan Review | Email Paper copy | Free 15p a sheet |

| Class 4 – How we make decisions. Decision making processes and records of decisions. Current and previous council year as a minimum. | How the information can be obtained | Cost |
|--|--|---------------------|
| Timetable of meetings: Parish Council and Committee meetings | Website and Email Paper copy | Free 15p a sheet |
| Agendas of meetings (as above) | Website, Notice boards Paper copy | Free 15p a sheet |
| Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting | Website and Email Paper copy | Free 15p a sheet |
| Reports presented to Council Meetings - this will exclude information that is properly regarded as private to the meeting | Email Paper copy | Free 15p a sheet |
| Responses to consultation papers | Email Paper copy | Free 15p a sheet |
| Responses to planning applications | LA website and Email Paper copy | Free 15p a sheet |
| Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. | How the information can be obtained | |
| Policies and procedures for the conduct of council business: Code of Conduct Standing Orders Financial Regulations and Investment Strategy Committee Terms of Reference Planning Protocol Press and Media Policy Complaints Procedure | Website and Email Paper copy | Free 15p a sheet |

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| Policies and procedures for the provision of services and staff: Recruitment Policy Complaints Policy Equality and Diversity Policy Health and Safety Policy | Website and Email Paper copy | Free 15p a sheet |
| Policies and procedures for information handling: Data Protection Records Management Policy (records retention, destruction and archive) Schedule of Charges for Public Information (Publication Scheme) | Website and Email Paper copy | Free 15p a sheet |
| Class 6 – Lists and Registers Currently maintained lists and registers only. | How the information can be obtained | Cost |
| Assets Register | Website and Email Paper copy | Free 15p a sheet |
| Register of members' interests | WCC Website Paper copy | Free 15p a sheet |
| Register of gifts and hospitality | WCC Website Paper copy | Free 15p a 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. | How the information can be obtained | |
| Allotments | Website Paper copy | Free 15p a sheet |
| Burial grounds and closed churchyards | None | |

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| Community centres and village hall | Website | Free |
| Parks, playing fields and recreational facilities | Website and Email Paper copy | Free 15p a sheet |
| Seating, litter bins, clocks, memorials and lighting | Email Paper copy | Free 15p a sheet |
| Bus shelters | Email Paper copy | Free 15p a sheet |
| Markets | None | |
| Public conveniences | None | |
| Agency agreements | None | |
| A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees) | Email Paper copy | Free 15p a sheet |

Schedule of Charges

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 15p per sheet (black & white) | Actual cost |
| | Parish Plan | Actual cost: free for current stock in hand |
| | VDS | Actual cost: free for current stock in hand |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |