Pyecombe Parish Council
Freedom of Information Act
Publication Scheme

(Adopted19th May 2015)

INTRODUCTION

The Freedom of Information Act

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities. This scheme was adopted by Pyecombe Parish Council on 19th May 2015. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

Freedom of Information Requests and the Publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

This Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or at Council and Committee meetings. In addition, the Council office is open to the public at set times during the week when information can be viewed, although depending on the nature of information requested a further appointment may be necessary.

MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner.

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
Any 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 and 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.

Information available from Pyecombe 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 5p per A4 sheet
Who's who on the Council and its Committees	Website/Hard Copy	As above
Contact details for Parish Clerk and Council members	Website/Hard Copy	As above

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)	Hard Copy	5p per A4 sheet
Annual return form and report by auditor	Hard Copy	5p per A4 sheet
Finalised budget	Hard Copy	5p per A4 sheet
Precept	Hard Copy	5p per A4 sheet
Borrowing Approval letter (when applicable)	Hard Copy	5p per A4 sheet
Financial Standing Orders and Regulations	Hard copy	5p per A4 sheet
Grants given and received	Hard Copy	5p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	5p per A4 sheet
Members' allowances and expenses	Hard copy	5p 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	5p per A4 sheet
Parish Plan	Hard Copy	Free
Annual Report to Parish Meeting	Website Hard copy	Free
Quality status Local charters drawn up in accordance With DCLG guidelines	N/A N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions – minutes of meetings) Current and previous council year as a minimum	Website Hard copy	Free 5p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy	Free
Agendas of meetings (as above)	Website Hard copy	Free 5p per A4 sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 5p per A4 sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	5p per A4 sheet
Responses to consultation papers	Hard Copy	5p per A4 sheet
Responses to planning applications	Hard Copy	5p per A4 sheet
Bye-laws	Hard Copy	5p per A4 sheet