

Luddington Parish Council

Publication Scheme

Freedom of Information Act

The Information Commissioner has published a model publication scheme in accordance with section 20 of the Freedom of Information Act 2000, which was adopted by Luddington Parish Council.

The 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 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 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
- 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.

Guide to Information Available

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Organisational information, locations and contacts, constitutional and legal governance.</p>		
Who's who on the Council	Website Village Notice Board Hard Copy	Free Free 10p per A4 sheet
Contact details for Parish Clerk and Council members	Website Village Notice Board Hard Copy	Free Free 10p per A4 sheet
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</p>		
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
Borrowing approval letter		
Financial Standing Orders and Regulations	Hard Copy	10p per A4 sheet
Grants given and received	Hard Copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	10p per A4 sheet
Members' allowances and expenses	Hard Copy	10p per A4 sheet

Information to be published	How the information can be obtained	Cost
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategy and performance information, plans, assessments, inspections and reviews.</p>		
Parish Plan	Website Hard Copy	Free £5 per copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	10p per A4 sheet
Quality status	Hard Copy	10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	10p per A4 sheet
Village Design Statement	Website Hard Copy	Free £5 per copy
<p>Class 4 – How we make decisions</p> <p>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</p>		
Timetable of meetings	Website Hard Copy	Free 10p per A4 sheet
Agendas of meetings (as above)	Website Hard Copy	Free Free
<p>Minutes of meetings (as above)</p> <p><i>This will exclude information that is properly regarded as private to the meeting.</i></p>	Website Hard Copy	Free 10p per A4 sheet
Responses to consultations	Stratford District Council website Hard Copy	Free 10p per A4 sheet
Responses to planning applications	Stratford District Council website Hard Copy	Free 10p per A4 sheet

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures</p> <p>Current written protocols for delivering our functions and responsibilities.</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy	10p per A4 sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Asset Register	Hard Copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard Copy	10p per A4 sheet
Register of members' interests	Hard Copy	10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet

Information to be published	How the information can be obtained	Cost
<p>Class 7 - The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Parks, playing fields and recreational facilities	From the Clerk	
Seating, litter bins, clocks, memorials and lighting	From the Clerk	

Charges		
Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the Council
	Photocopying @ 20p per sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail 2 nd class post
Statutory Fee		In accordance with the relevant legislation
Parish Plan	£5 per copy	Printing Cost
Village Design Statement	£5 per copy	Printing Cost

Contact Details

Requests for further information and documents should be addressed to:

Robert D Armstrong
 Parish Clerk
 Luddington Parish Council
 October House
 Loxley
 Warwick
 CV35 9JS

Telephone: 07798 680202
 Email: luddingtonparishclerk@gmail.com