

# Clyffe Pypard Parish Council

## FREEDOM OF INFORMATION & MODEL PUBLICATION SCHEME

Reference		Effective Date 26 <sup>th</sup> May 2022
Author	Naomi Mildenhall (Clerk)	Review Date 2023
Status	Adopted	Last Review
Minute reference	2022/10	Version 1

This Council has adopted the Freedom of information Model Publication Scheme as provided by the information commissioner's office.

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.

### **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:

- a. 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.
- b. Information in draft form.
- c. 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



### Information available under the 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 N/A in the table.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy or website)	
<ul style="list-style-type: none"> <li>- Council Details</li> <li>- Staffing Details</li> <li>- Location</li> <li>- Contact Details</li> <li>- Postal Address</li> </ul>	Website	No
<b>Class 2 – What we spend and how we spend it</b> <b>Financial information relating to projected and actual income and Expenditure, tendering, procurement and contracts (often part of the Minutes)</b>		
<ul style="list-style-type: none"> <li>- Annual Return</li> <li>- Auditor Report</li> <li>- Budget and Precept</li> <li>- Councillor allowances and expenses</li> <li>- Borrowing approval letter</li> <li>- Grants made</li> <li>- All items of expenditure above £100</li> </ul>	Website	No
<b>Class 3 – What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b>		

<ul style="list-style-type: none"> <li>- Annual Report to Parish or Community Meeting</li> <li>- Quality Status (N/A)</li> <li>- Local Charter (N/A)</li> </ul>	Website	No
<p><b>Class 4 – How we make decisions</b></p> <p><b>(Decision making processes and records of decisions)</b></p>		
<ul style="list-style-type: none"> <li>- Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</li> <li>- Agendas of Meetings</li> <li>- Minutes – excluding material that is properly considered exempt</li> <li>- Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</li> <li>- Responses to consultation papers (N/A)</li> <li>- Responses to planning applications</li> <li>- Bye-laws (N/A)</li> </ul>	Website	No
<p><b>Class 5 – Our policies and procedures</b></p> <p><b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b></p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>- Procedural standing orders</li> <li>- Code of Conduct</li> <li>- Financial Policy</li> <li>- Planning Policy</li> <li>- Internet Banking</li> </ul>	Website	No

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>- Recruitment policies and details of current vacancies</li> <li>- Policies and procedures for handling requests for information</li> <li>- Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website	No
<p><b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only.</b></p>		
<ul style="list-style-type: none"> <li>- Asset Register</li> <li>- Register of Councillor Interests</li> </ul>	Website	No
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
<ul style="list-style-type: none"> <li>- None</li> </ul>		N/A

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost
	Cost directly incurred as a result of viewing	Hour Basis at £14.00 per hour
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class