



## **PILSLEY PARISH COUNCIL**

# **MODEL PUBLICATION SCHEME**

## **FREEDOM OF INFORMATION ACT 2000**

<b>POLICY STATEMENT REFERENCE NUMBER</b>	<b>ADOPTED DATE</b>	<b>REVIEW DATE</b>
<b>6</b>	<b>May 2023</b>	<b>May 2027</b>

## **MODEL PUBLICATION SCHEME**

This ‘model publication scheme’ has been prepared and approved by the Office of 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 a local authority to make information available to the public as part of its normal business activities. The information covered is detailed in the Classes of Information listed below, where this information is held by the authority.

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**

### **1. Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **2. What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **3. What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **4. How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **5. Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

#### **6. Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### **7. 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.

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 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.

## **The Parish Council's Approach to the FREEDOM of INFORMATION ACT 2000**

At the Parish Council meeting on the 8<sup>th</sup> May 2017 the Council RESOLVED; 'to re-adopt the new model publication scheme, in line with section 20 of the Freedom of Information Act 2000, without modification.

We plan to make most information available on our website [www.pilsleyparishcouncil.org.uk](http://www.pilsleyparishcouncil.org.uk) Information will however be available in other formats such as printed copies when requested and wherever possible.

The scheme identifies who you need to contact to ask for information and gives their address and phone number and e-mail address.

Information listed in the scheme may be obtained by various methods:-

- by writing to the Council at the address given in the scheme;
- by e-mail request to the address set out in the scheme;
- by request from our website [www.pilsleyparishcouncil.org.uk](http://www.pilsleyparishcouncil.org.uk) or
- by telephoning 07565 158963.

### **Charges**

We plan to make available as much information as possible without charging for it.

- Free of charge on the website. For those without Internet access, a print-out would be made available from the clerk who is responsible for the day to day management of the Council's business. However multiple printouts or complete documents may attract a charge to cover the cost of retrieval, photocopying and postage.
- Arrangements to view information retained by the parish council can be made by appointment by contacting the clerk.
- The scale of fees payable is detailed in the schedule to the scheme below.
- Where a charge is payable, payment will normally be required before the information is provided.

### **Complaints**

We would normally expect to understand and agree what information you have asked for and to tell you where you can find it. If the information you receive is not what you need, you should first contact the clerk to the council.

If the information you asked for is not available, you will be advised why.

If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure (copy available on the council's website or from the Parish Clerk).

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask him to investigate the matter.

You can contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - phone 01625 545700 email: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)

## Information available from PILSLEY PARISH COUNCIL under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Parish Council	Available via the Council's Website, newsletters, notice boards and in meeting agendas & minutes.	Hard copy – 10p per sheet
Contact details for the Parish Clerk and Councillors	Available via the Council's Website, newsletters, notice boards and in meeting agendas & minutes.	Hard copy – 10p per sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual audit return form and report by auditor	Available on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	Available on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet
Precept	Available on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet
Financial Regulations and Standing Orders	Available on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet
Monthly summary of receipts and expenditure	Available from minutes on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet

<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to the Parish Meeting in May	Available from minutes on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet
Annual Business Plan	Available from minutes on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet
Annual Budget	Available on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet

<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Available from the Website and Noticeboards.	Hard copy – 10p per sheet
Agendas of meetings	Available from the Website and Noticeboards.	Hard copy – 10p per sheet
Minutes of meetings	Available on the website or in hardcopy from the Clerk	Hard copy – 10p per sheet
Reports presented to council meetings	Available in Minutes of Meetings from the Website	Hard copy – 10p per sheet
Responses to consultation papers	Available in Minutes of Meetings from the Website	Hard copy – 10p per sheet
Responses to planning applications	Available in Minutes of Meetings from the Website	Hard copy – 10p per sheet

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business (e.g. Standing Orders; Financial Regulations; Code of Conduct; Data Protection)	Available on the website or in hardcopy from the Clerk	
Policies and procedures for the provision of services (e.g. Health & Safety; CCTV; Grant Awards)	Available on the website or in hardcopy from the Clerk	
Policies about the council as an employer (e.g. Performance Review & Appraisal; Health & Safety; Equalities)	Available on the website or in hardcopy from the Clerk	

<b>Class 6 – Lists and Registers</b>		
Register of members' interests	Available from the website & via e-mail	
Register of gifts and hospitality	Available from the website & via e-mail	
Assets Register	Available via e-mail only or personal inspection	



<b>Class 7 – The services we offer</b>		
Allotments	Available via e-mail only or personal inspection	
Burial ground / cemetery	Available via e-mail only or personal inspection	
Bus shelters	Available via e-mail only or personal inspection	
Litter bins & dog waste bins	Available via e-mail only or personal inspection	
Parks, sports fields & recreation grounds	Available via e-mail only or personal inspection	
Playgrounds	Available via e-mail only or personal inspection	
Street cleaning (litter picking)	Available via e-mail only or personal inspection	
Village Hall	Available via e-mail only or personal inspection	
Seating, memorials & lighting	Available via e-mail only or personal inspection	

## SCHEDULE OF CHARGES

Paper copies of information that is available on the website at the following charges:-

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white); 15p per sheet (colour)	Actual cost
Disbursement cost	Postage and Packaging	Actual cost of Royal Mail standard 2 <sup>nd</sup> class plus cost of envelope etc.

NOTE : Requests for any hard copy information should be made to the Parish Council Clerk:- P Woodward, PO Box 790, Chesterfield, S40 6PX. Tel. 07565 158963; e-mail [clerk@pilsleyparishcouncil.org.uk](mailto:clerk@pilsleyparishcouncil.org.uk)