

# WEST PARLEY PARISH COUNCIL

## FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME

**Reviewed 17/7/2019**

### Information available from West Parley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)                      - This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	10p per sheet
Who's who on the Council and its Committees	(hard copy and/or website)	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)	10p per sheet
Location of main Council office and accessibility details	(hard copy and/or website)	10p per sheet
Staffing structure	(hard copy and/or website)	10p per sheet
<p><b>Class 2 – What we spend and how we spend it</b>                      (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)                      - Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	(hard copy)	£2
Finalised budget	(hard copy and/or website)	10p per sheet
Precept	(hard copy and/or website)	10p per sheet
Borrowing Approval letter	(hard copy)	10p per sheet
Financial Standing Orders and Regulations	(hard copy and/or website)	10p per sheet
Grants given and received	(hard copy and/or website)	10p per sheet
List of current contracts awarded and value of contract	(hard copy)	10p per sheet
Members' allowances and expenses	(hard copy)	10p per sheet

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	10p per sheet
Parish Plan (current and previous year as a minimum)	(hard copy and/or website)	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	10p per sheet
Quality status	(hard copy)	10p per sheet
Local charters drawn up in accordance with DCLG guidelines	(hard copy)	10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) - Current and previous council year as a minimum	(hard copy and/or website)	10p per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy and/or website)	10p per sheet
Agendas of meetings (as above)	(hard copy and/or website)	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	free
Responses to consultation papers	(hard copy)	10p per sheet
Responses to planning applications	(hard copy/website)	free
Bye-laws	(hard copy and/or website)	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only	(hard copy and/or website)	10p per sheet
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(hard copy and/or website)	10p per sheet

Information to be published	How the information can be obtained	Cost
Policies and procedures for the provision of services and about the employment of staff:  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)	(hard copy)	10p per sheet
Information security policy	(hard copy)	10p per sheet
Records management policies (records retention, destruction and archive)	(hard copy)	10p per sheet
Data protection policies	(hard copy)	10p per sheet
Schedule of charges for the publication of information)	(hard copy and/or website)	10p per sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy)	10p per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy)	10p per sheet
Assets Register	(hard copy and/or website)	10p per sheet
Register of members' interests	(hard copy and/or website)	10p per sheet
Register of gifts and hospitality	(hard copy and/or website)	10p per sheet
<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) - Current information only	(hard copy or website; some information may only be available by inspection)	
Parks, playing fields and recreational facilities	(hard copy)	10p per sheet
Seating	(hard copy)	10p per sheet
Bus shelters	(hard copy)	10p per sheet
Agency agreements	(hard copy)	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(hard copy)	10p per sheet

Information to be published	How the information can be obtained	Cost
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

The following information can be obtained by contacting the Parish Clerk in writing at the following address:-

The Parish Clerk, West Parley Parish Council, 28 Glenmoor Road, West Parley, Ferndown, Dorset, BH22 8QF

**SCHEDULE OF CHARGES**

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

A requester may ask for any information that is held by a public authority. However, this does not mean we are always obliged to provide the information. In some cases, there will be a good reason why we should not make public some or all of the information requested.

We can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request (£450 or >18 hours staff time)
- The request is vexatious.
- The request repeats a previous request from the same person.
- 

In addition, the Freedom of Information Act contains a number of exemptions that allow us to withhold information from a requester.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.

We can automatically withhold information because an exemption applies only if the exemption is 'absolute'. This may be, for example, information we receive from the security services, which is covered by an absolute exemption. However, most exemptions are not absolute but require us to apply a public interest test. This means we must consider the public interest arguments before deciding whether to disclose the information. So we may have to disclose information in spite of an exemption, where it is in the public interest to do so.

If we are refusing all or any part of a request, we will send the requester a written refusal notice.