

## ALVELEY AND ROMSLEY PARISH COUNCIL

# Model publication scheme

### Freedom of Information Act

This model publication scheme is based on a template prepared and approved by the Information Commissioner.

This publication scheme commits Alveley and Romsley Parish Council 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.

The scheme commits the Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the classifications below.
- To specify the information which is held by the Parish Council 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 Parish Council 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 Parish Council that has been requested, and any updated versions it holds, unless the Council 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 Parish Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of information**

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

Organisational information 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.**

Service 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 Parish Council 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 the Council, 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, the Council 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 Alveley & Romsley Parish Council under the Model Publication Scheme

Description	How the information can be obtained
<b>Who we are and what we do</b>	
Who's who on the Council and its Committees	Website, Email, Hard Copy
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address)	Website, Email, Hard Copy
Location of main Council office and access arrangements	Not applicable
Staffing structure	Not applicable
<b>What we spend and how we spend it</b> (Current and previous financial year as a minimum)	
Annual Governance return and report by internal and external auditors	Website, Email, Hard Copy
Approved annual budget and precept	Website, Email, Hard Copy
Borrowing Approval letters	Not applicable
Standing Orders and Financial Regulations	Website, Email, Hard Copy
Grants given and received	Email, Hard copy
List of current contracts awarded and value of contract	Email, Hard copy
Members' allowances and expenses	Email, Hard Copy
Description	How the information can be obtained

<b>What our priorities are and how we are doing</b>	
Parish Plan (current)	Email, Hard Copy
Proceedings of Annual Parish Meeting (current and previous year as a minimum)	Website, Email, Hard Copy
Quality status	Not applicable
<b>How we make decisions</b> (Current and previous council year as a minimum)	
Timetable of meetings (Council, any committee meetings and parish meetings)	Website, Email, Hard Copy
Agendas of meetings (as above)	Website, Email, Hard Copy
Minutes of meetings (as above) – this will exclude information that is properly regarded as confidential.	Website, Email, Hard Copy
Reports presented to council meetings - this will exclude information that is properly regarded as confidential.	Email, Hard Copy
Responses to consultation papers	Email, Hard Copy
Responses to planning applications	Website (Shropshire Council) Email, Hard Copy
Bye-laws	Not applicable
<b>Our policies and procedures</b> (Current information only)	
<b>Internal policies relating to the delivery of services</b> Equality and diversity policy Health and safety policy	Website, Email, Hard Copy
<b>Description</b>	<b>How the information can be obtained</b>

Risk Management Statement Grant Aid Policy Equality Policy Disciplinary and Grievance Policy	Website, Email, Hard Copy
<b>Policies and procedures for handling requests for information</b> Data Protection Policy Freedom of Information Policy Complaints procedures Model Publication Scheme Media Policy Records Management Policy (records retention, destruction and archive)	Website, Email, Hard Copy
<b>Lists and Registers</b> (Currently maintained lists and registers only)	
Assets Register	Email, Hard Copy
Register of members' interests	Website (Shropshire Council) Hard Copy
Register of gifts and hospitality	Not applicable
<b>The services we offer</b> (Current information only)	
Play Area – refer to agendas and minutes of Parish Council and Play Area Committee	Website, Email, Hard Copy
Street Lighting – refer to agendas and minutes of Parish Council and Street Lighting Committee	Website, Email, Hard Copy
Bus shelters, noticeboards, village planters	On-site inspection
<b>Description</b>	<b>How the information can be obtained</b>
<b>Other</b>	
Parish Council Newsletter	Website, Email, Hard Copy

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**Contact details:**

Clerk: David Rawlinson, 43 Church View Gardens, Kinver, Stourbridge, West Midlands, DY7 6EE  
Phone: 07972020818  
Email: [clerk@alveleyandromsleypc.org.uk](mailto:clerk@alveleyandromsleypc.org.uk)  
Parish Council website: [alveleyandromsleypc.org.uk](http://alveleyandromsleypc.org.uk)

**SCHEDULE OF CHARGES**

This describes how the charges will be arrived at.

<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
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Staff time	£25.00 per hour after first 18 hours

\* If the request requires more than 18 hours of staff time the Council reserves the right to refuse the request for information