

# Funtington Parish Council

## Freedom Of Information Act 2000 Model Publication Scheme

Version	1
Name of ratifying body	Funtington Parish Council
Date ratified	July 2021
Document manager (Job Title)	Parish Clerk
Date issued	July 2021
Review date	July 2023 (unless requirements change)
Electronic location	<a href="http://www.funtingtonpc.org">www.funtingtonpc.org</a>
In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.	
For assurance that the most up to date policy is being used, staff should refer to the version held on the Funtington website <a href="http://www.funtingtonpc.org">www.funtingtonpc.org</a>	

## 1. INTRODUCTION

This model publication scheme has been prepared by Funtington Parish Council (the Council) using guidance from the Information Commissioners Office (ICO). 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 the Council 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.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

## 2. 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

## **3. CLASSES OF INFORMATION NOT GENERALLY AVAILABLE**

These include

- it does not hold the information;
- the information is exempt under one of the FOIA or Environmental Information Regulations exemptions or exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance that underlies this policy is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities, such as Parish Councils should look to provide as much information as possible on a routine basis, whilst staying within the meaning/requirements of the Act.

## **4. HOW WILL INFORMATION PUBLISHED UNDER THIS SCHEME BE AVAILABLE?**

This Policy (Appendix A) will clearly indicates 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 the website. Where that is impracticable, 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 and, where this manner is necessary, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale and the information will be provided in the language in which it is held or in such a language that is legally required. Where the Council is legally required to translate any information, it will do so.

The Council will adhere to obligations required by disability and discrimination legislation (or any other legislation) to provide information in alternative forms and formats.

## **5. 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 for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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.

## **6. WRITTEN REQUESTS**

Information held by the Council 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.

For more information on the Freedom of Information, please visit the [Information Commissioners Office](#)

# INFORMATION AVAILABLE FROM FUNTINGTON PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Class 1 –Who we are and what we do</b> <i>(organisational information, structures, locations and contacts This will be current information only)</i>		
Who's who on the Council and its Committees	Website Hard copy Notice Boards	N/A 10p-A4 sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible email address)	Website Notice Boards Hard copy	N/A 10p-A4 sheet
Location of main Council office and accessibility details	Website - email / phone Hard copy - address	N/A 10p-A4 sheet
Staffing Structure	N/A	N/A
<b>Class 2 - What we spend and how we spend it</b> <i>(Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</i>		
Annual Return form and report by Auditor	Website Hard copy	N/A 10p-A4 sheet
Finalised Budget	Website Hard copy	N/A 10p-A4 sheet
Precept	Website Hard copy	N/A 10p-A4 sheet
Borrowing Approval Letter	Website Hard copy	N/A 10p-A4 sheet
Financial Standing Orders and Regulations	Website Hard copy	N/A 10p-A4 sheet
Grants given and Received	Website Hard copy	N/A 10p-A4 sheet
List of current contracts awarded and value of contract	Website Hard copy	N/A 10p-A4 sheet
Members Allowances and Expenses	Website Hard copy	N/A 10p-A4 sheet
<b>Class 3 - What are priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan (for FPC, known as Neighbourhood Plan)	Website	N/A
Annual Parish Assembly minutes	Website Hard copy	N/A 10p-A4 sheet
Quality Status	????	
Local Charters	N/A	N/A

Information to be published	How the information can be obtained	Cost
<b>Class 4 - How we make decisions</b>		
<i>(Decision-making processes and records of decisions)</i>		
<i>Current and previous Council year as a minimum</i>		
Timetable of meetings (Council, Committee, Parish Assembly)	Website Hard copy	N/A 10p-A4 sheet
Agendas of meetings (as above)	Website Hard copy	N/A 10p-A4 sheet
Minutes of meetings (as above) <i>NB: this will exclude information that is properly regarded as private to a meeting</i>	Website Hard copy	N/A 10p-A4 sheet
Reports presented to Council meetings <i>NB: this will exclude information that is properly regarded as private to a meeting</i>	Website Hard copy	N/A 10p-A4 sheet
Responses to consultation papers	Website Hard copy	N/A 10p-A4 sheet
Responses to planning applications	Website Hard copy	N/A 10p-A4 sheet
Bye-laws	N/A	N/A
<b>Class 5 - Our policies and procedures</b>		
<i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and Procedures for the conduct of Council business <i>Standing Orders</i> <i>Financial Regulation</i> <i>Committee Terms of Reference</i> <i>Code of Conduct</i>	Website Hard copy	N/A 10p-A4 sheet
Policies and procedures for the provision of services	Website Hard copy	N/A 10p-A4 sheet
<b>Class 6 - Lists and Registers</b>		
<i>Currently maintained lists and registers only</i>		
Currently maintained lists and registers <i>Copy of electoral register held by CDC</i>	<i>N/A - can be viewed under supervision at CDC offices</i>	N/A
Assets Register	Website Hard copy	N/A 10p-A4 sheet
Register of Members Interests	Website Hard copy	N/A 10p-A4 sheet
Register of Gifts and Hospitality	<i>N/A - disallowed</i>	N/A
<b>Class 7 - The Services we Offer</b>		
<i>(Information about the services we offer, including leaflets, guidance and newsletters produced for public and businesses - current information only)</i>		
Allotments	N/A	N/A
Burial Grounds and closed churchyards	N/A	N/A
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets	N/A	N/A
Public Conveniences	N/A	N/A
Agency agreements	N/A	N/A
Summary of services for which the Council is entitled to recover a fee,	N/A	N/A

Information to be published	How the information can be obtained	Cost
together with those fees		
<b>Additional Information</b> <i>(This will provide the Council with the opportunity to publish information that is not demised in the lists above)</i>		
<b>Contact Details</b>		
Parish Clerk/Responsible Financial Officer Tel: XXXXX Email: clerk@funtingtonpc.org Website: www.funtingtonpc.org		

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	N/A - photocopying will be in black and white only
	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)
<b>Other</b>		

\* the actual cost incurred by the Parish Council